OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0

CLASS TITLE: Laundry Supervisor

CODE: 42524C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from laundry manager or other administrative superior, supervises personnel in mini-laundry (i.e., Maumee, Indian River, Mohican or Veteran's Home) or personnel assigned to one section of large institutional laundry (i.e., 3 or more units & Laundry Manager 2 is head) or personnel assigned to designated section of large inter-agency laundry facility (i.e., two or more separate institutions are serviced;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	61-71	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., laundry staff in mini-laundry located in Maumee, Indian River, Mohican or Veteran's Home, or personnel assigned to one section of large institutional laundry that has 3 or more units & laundry manager 2 is head, or 3 or more full-time permanent employees assigned to one designated section of large interagency laundry facility which services two or more separate institutions); are to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) supervision, (2) laundry safety practices, (3) inventory control*; skill in (4) operation of laundry equipment; ability to (5) deal with problems involving several variables in familiar context, (6) understand technical & verbal instructions associated with operating laundry facility, (7) establish friendly atmosphere as supervisor of work unit, (8) demonstrate physical fitness.
2	17-27	Keeps daily time records on employees; maintains inventories of supplies & equipment; prepares requisitions as necessary; completes periodic reports as required; schedules work assignments of subordinates; attends & conducts meetings as required.	Ability to 5, 6, (9) sort & code items from one symbolic form to another or into categories according to established methods.
3	9-15	Monitors repair & adjustment of laundry equipment &/or prepares work orders for repair & adjustment to equipment.	Knowledge of 1, 2; skill in 4; ability to 5, 6, 7, 8.

*Developed after employment

(278)

123:1-7-17

UNUSUAL WORKING CONDITIONS: May be exposed to contagious diseases, extremes in temperature & unpleasant odor.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus: 600 hrs. training in operation of laundry equipment (or 6 mos. exp.); 300 hrs. training in supervision (or 3 mos. exp. as lead worker or supervisor); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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