**OHIO CLASSIFICATION SPECIFICATION**
*Developed for Equal Opportunity*

| CLASS TITLE: | CODE: |
|---|---|
| Laundry Manager 2 | 42527C |
| **MAJOR AGENCIES:** County Offices, Universities | **JURISDICTION:** Cnty., Univ. |

FUNCTION: Under general direction from administrative superior, manages large interagency laundry or large institutiona laundry (i.e., has 3 or more units) (e.g., delivery, flatwork/finishing, washroom, maintenance);

-PERFORMS RELATED DUTIES AS REQUIRE

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 68-78 | Manages overall operations of large interagency laundry (i.e., 2 or more separate institutions are serviced) or large institutional laundry (i.e., has 3 or more units) (e.g., delivery, flatwork/finishing, washroom, maintenance) & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., lower-level laundry manager or laundry supervisor positions); 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) management* (4) manpower planning, (5) employee training & development, (6) inventory control; skill in (7) operation & repair of laundr equipment; ability to (8) deal with varie of variables in somewhat unfamiliar context, (9) write routine reports reflecting standard procedures, (10) establish friendly atmosphere as manager of large division, (11) demonstrate physical fitness. |
| 2 | 12-18 | Requisitions supplies & parts, recommends kinds & amounts of equipment needed; keeps records of employees' time, supplies used, quantities of clothing laundered, losses & similiar data; writes periodic reports as required. | Knowledge of 6; ability to 8. |
| 3 | 9-15 | Supervises maintenance & repair of all machinery in laundry. | Knowledge of 1, 2; skill in 7; ability to 10, 11. |

(280)

123: 1-7-17

*Developed after employment

**UNUSUAL WORKING CONDITIONS:** Exposed to dust, heat, hummidity, unpleasant odors &/or communicable diseases.

**MINIMUM CLASS REQUIREMENTS:** *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1000 hrs. training in supervision (or 12 mos. exp.); 1000 hrs. training in operation of laundry equipment (or 12 mos. exp.); 600 hrs. training in inventory control (or 6 mos. exp.); 300 hrs. training in manpower planing (or 3 mos. exp.); 300 hrs. training in employee training & development (or 3 mos. exp. ); or equivalent.