



CLASS SPECIFICATION

Class Code: 60002203
Date Established: 03/1987
Last Reviewed: 10/2021
Last Revised: 10/2021
Last Title Change: 02/1995
FLSA: Non-exempt
Probation: 6 months

INMATE PROPERTY/SERVICES SUPERVISOR

DEFINITION

Under general direction, supervises the Inmate Property Clerks charged with the custody of inmate personal property and the inmate workers who perform laundry duties; oversees the issuing of clothing, bedding and other items to incarcerated individuals; inventories and maintains supplies of clothing, bedding and other items; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time supervisory experience in a warehouse, or a commercial/industry laundry, which included inventory and record keeping; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

N/A

SUPERVISION EXERCISED

Exercises direct supervision over support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned staff, determine work performance standards, training needs, conduct performance evaluations, provide direction to staff, conduct employment interviews, and handle disciplinary problems; organize work schedules for all assigned staff.

Respond to inquiries, conduct research and resolve complaints from the public and other agencies regarding policies, practices and procedures.

Plan, coordinate and direct laundry services, including the training and supervision of inmate workers in day-to-day laundry operations, ensuring that adequate supplies of clean linens, bedding and clothing are available.

Perform inventories in storage areas to maintain adequate supplies of inmate clothing, linen, bedding, laundry supplies and other items.

Prepare requisitions and order necessary supplies to ensure sufficient inventory.

Ensure that supplies and provisions are stored in compliance with OSHA and other legal requirements.

Prepare and maintain accurate inventory/usage records and operational reports to keep management informed of trends and project future needs.

Submit projections of staffing, material and service requirements for inclusion in the Department budget and prepare justification for additional needs.

Generate and process all Purchase Orders required by the Property Department, ensuring accuracy of cost centers and account numbers.

Schedule and monitor the repair and maintenance of laundry equipment.

Ensure that assigned staff performs assignments in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of:

Departmental/division policies and procedures.

Techniques of training and performance evaluation.

Pertinent policies and procedures of other County departments (e.g., Purchasing, Risk Management).

Countywide personnel policies

Budget processes and procedures.

Computer software required for position.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Oversee and manage operational budget.

Make estimates and projections of costs, staffing, equipment and service levels.

Analyze information, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations to administrative staff.

Entry Level (Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)

Knowledge of:

Local safety standards and requirements for the chemicals and equipment being used.

Principles and practices of supervision.

Principles of basic data collection and record keeping.

Proper laundering methods and practices including commercial products and their uses which comply with commercial laundry/cleaning standards.

Methods for the safe handling and storage of toxic materials such as commercial laundry products in accordance with OSHA and EPA standards.

Modern office practices, methods and procedures.

Ability to:

Plan and organize work to meet schedules and timelines.

Maintain adequate inventory of clothing, linens and chemicals.

Coordinate and direct the provision of laundry and property services to ensure acceptable levels of quality and service.

Implement work methods and procedures that promote a safe working environment for and ensure proper staff training in work safety.

Maintain confidential data and information.

Prepare reports and maintain records.

Operate computer equipment and software.

Operate commercial laundry equipment.

Wear protective devices such as masks, goggles and gloves and follow established safety practices.

Interpret and apply regulations, policies and procedures.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with uniformed and civilian personnel, inmate workers, vendors, division staff and others.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods of time. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 50 lbs. Ability to distinguish basic colors and shades of colors. Ability to use commercial laundry equipment. Ability to work under conditions involving exposure to extreme heat and humidity, noise, dust, dirt, grease, and commercial laundry products. Ability to work with inmates and law enforcement personnel.

Successful candidates must pass a background investigation which includes completing and submitting a Personal History statement and a set of fingerprints, as well as successfully completing a Computerized Voice Stress Analysis (CVSA) examination.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.