

Market Range Detail - Laundry Manager

Effective Date

February 3, 2014

Market Range Title Description

PURPOSE STATEMENT

Positions in this market range title are responsible for planning, organizing and directing the operation of the MCSO Laundry Services Division.

PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Supervise the distribution and exchange of clothing within the detention jails
- Order and maintain the inventory and control of supplies, clothing, and bedding
- Establish and monitor operation and distribution procedures, policies, and schedules
- Schedule, supervise, and train assigned staff and inmates
- Analyze and resolve laundry production problems
- Maintain equipment and laundry facility in good operating condition and direct necessary repairs
- Maintain records of laundry production, activities, and budget expenditures
- Complete Employee Performance Appraisals
- Be present at the work site to perform assigned tasks at the times and dates scheduled and/or assigned by the supervisor

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$23.03	\$29.19	\$35.35

Likely Minimum Qualifications

- High School Diploma or G.E.D.; seven (7) years of experience in a commercial or institutional laundry, three (3) of which were in a supervisory or administrative capacity; other combinations of education and experience may be considered in substitution for the minimum qualifications.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.