

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

CORRECTIONAL BUILDING SERVICES COORD.

DEFINITION

Plans, assigns and directs the work of resident help in custodial and sanitation tasks, and laundry, linen and clothing maintenance; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Directs activities of a resident staff to receive, sort, wash, iron and deliver bedding, uniforms, linen, clothing and related laundry items.

Conducts custodial and sanitation services; maintains a clean and sanitary environment; assigns and coordinates work for a resident staff.

Instructs inmates in job techniques and the use of products and equipment to develop workers' skills in custodial or laundry tasks; demonstrates proper methods and procedures.

Reports resident performance and behavior on-the-job for evaluation by members of the treatment team.

Plans work schedules and work assignments; maintains efficient operations with varying workload requirements.

Maintains custodial and laundry equipment, materials and supplies; provides adequate inventory; performs or arranges for equipment repairs.

Participates in committee and staff meetings; makes observations and comments on sanitation and cleaning needs.

Maintains work records relative to materials used, cost of production and building services activities.

COMPETENCIES REQUIRED

Knowledge of the use and general maintenance of commercial building services equipment, such as floor machines, vacuums, washers, extractors, dryers and ironers.

Knowledge of uses and possible hazards of laundry formulas and chemical cleaning agents as related to environmental sanitation, infection control and bacteriological cleanliness.

Knowledge of safety precautions in the handling, storage and distribution of cleaning solutions as related to extreme temperatures, necessary ventilation and improper use (contact with skin/ingestion).

Knowledge of the serviceability and care of fabrics and floor materials to include draperies, carpets, linen and clothing.

Ability to train and supervise residents.

Ability to enforce discipline, safety and security in the performance of building services.

Skill in the operation, maintenance and minor repair of commercial cleaning equipment, such as floor machines, vacuums, washers and dryers.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

The equivalent of one year of full-time commercial building maintenance, housekeeping or laundry services experience;

OR

an equivalent or a combination of education and experience, substituting post high school vocational training or coursework in hotel or institutional management, commercial building maintenance, housekeeping or laundry services for the required experience, on a thirty semester (or equivalent) hours or nine months for one year of work experience basis;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of twelve months of full-time experience as a Correctional Officer with the full-time equivalent of three months of that experience supervising inmates in the institutional laundry, housekeeping or building maintenance services shall be considered qualified.

NECESSARY SPECIAL REQUIREMENTS

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 4/1/92 PW