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

Two 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 Inmate Property Clerks responsible for the custody of inmate personal property.

Oversee the issue of clothing, bedding and other items.

Select and train employees, schedule activities/assignments, review work, conduct performance evaluations and administer discipline.

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 the housing units and central storage to maintain adequate supplies of inmate clothing, linen, bedding, laundry supplies and other items, ensuring that items on hand are in good repair.

Prepare specifications and 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.

Schedule and monitor the repair and maintenance of laundry and sewing 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**

**Knowledge of:**
Departmental/division policies and procedures.

Washoe County Sheriff's Office Lexipol Policies.

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

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

Principles and practices of supervision.

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.

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.

Plan and organize work to meet schedules and timelines.

Maintain adequate inventory of clothing, linens and chemicals.

Oversee and manage operational budget.

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.

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

Prepare and maintain statistical usage, operations and inventory records.

Analyze data and tracking expenditures.

Prepare reports and maintain records.

Operate computer equipment and software.

Operate commercial laundry and sewing 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.

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