

STATE OF NEBRASKA CLASS SPECIFICATION  
**LAUNDRY SUPERVISOR**

EST: 06/76 - REV: 07/10  
CLASS CODE: V79113

**DESCRIPTION:** Under administrative direction, performs supervisory work in the operation of a small laundry or particular function of a laundry. Employees in this class supervise and train employees in washing, drying, ironing, sorting, and delivering laundry. Work is reviewed for quality and quantity of output. Performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** This is the top level in the series of three (Laundry Worker I, II and Supervisor). This class is distinguished from the other two levels by the supervisory responsibilities assigned to this class and lacking in the other two levels. This class is distinguished from the Corrections Laundry Operator class by the environment and employees supervised. The Corrections Laundry Operator works in a secure prison environment and directs/supervises inmate workers following strict security protocols.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Coordinates, assigns, and inspects work.

Inspects, maintains, operates and supervises the operation of washing, drying, and ironing equipment.

Maintains supply inventory and equipment.

Keeps time sheets and makes various reports.

May assist laundry workers in washing, pressing, sorting and folding.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the operation and maintenance of washers, extractors, tumblers, presses, and hand and electric irons, flat work ironers and mangles; textiles and their reaction to soaps, bleaches, water temperatures and machine washing; occupational hazards and necessary safety precautions.

Ability to: plan, assign and supervise the work of others in laundry operations; work long hours while standing and under high temperatures and humidity; keep records and make reports.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Two years experience in a commercial and/or institutional laundry operation.

**SPECIAL NOTE:**

State agencies must evaluate each of their positions to determine the overtime eligibility status as required by the Fair Labor Standards Act (FLSA).