

POSITION DESCRIPTION (Please Read Instructions on the Back)

HRMS Copy

1. Agency Position No. **025380**
 6. CSC Certification No.
 9. Subject to IA Action Yes No
 13. Competitive Level Code **LO1**
 14. Agency Use

2. Reason for Submission
 Redescription
 Reestablishment
 Other
 Explanation (Show any positions replaced)
Updated

3. Service New Dept Field
 4. Employing Office Location **VAMC Dayton, OH**
 5. Duty Station **55B**
 7. Fair Labor Standards Act
 Exempt Nonexempt
 8. Employment/Financial Stmt Required
 Yes No
 10. Position Status
 Competitive
 Excepted (Specify)
 11. Position is
 Supervisory
 Managerial
 Neither
 12. Sensitivity
 Critical
 Noncritical
 Nonsensitive

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Laundry Worker Leader	WL	7304	8	SW	1/13/03
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) **Laundry Worker Leader**
 17. Name of Employee (if vacancy, specify) **Morgan, Lave V.**

18. Department, Agency, or Establishment
Department of Veterans Affairs
 a. First Subdivision
Medical Center
 b. Second Subdivision
Environmental Management Service

c. Third Subdivision
Laundry
 d. Fourth Subdivision
 e. Fifth Subdivision

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
KENNETH BARKER
Textile Care Foreman
 Signature: *Kenneth Barker* Date: **1/13/01**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
PRESTON B. WALL
Chief, Environmental Management Service
 Signature: *Preston Wall* Date: **8/10-2-01**

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position
Job Grading Standard for Leader WL/NT, dated 01/80 and Laundry Worker, 7304, dated 01/68

Typed Name and Title of Official Taking Action
WILLIAM INSLEY
Chief, Human Resources Management Service
 Signature: *William Insley* Date: **1/13/03**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Bus Code: 0065

LAUNDRY WORK LEADER WL-8

PRIMARY DUTIES

Incumbent leads the work and sets the pace for Laundry Workers either on the "soiled" side of the Laundry where duties are performed involving sorting, classifying, washing, tumbling and drying textiles for all Medical Centers, or on the "clean" side of the Laundry where duties involving ironing, folding, bundling, inspection and distribution are performed for processing requested linen inventory for all Medical Centers. These procedures involve (4) Machine Operators, (3) Truck Drivers WG-6 and WG-8 and (21) WG-2 Production Workers. In addition to the exercise of leader responsibility, the incumbent performs regular non-supervisory duties including demonstrating proper work methods.

Incumbent inspects all textiles for holes, rips, tears and strains, returning re-wash items to the washroom. Spot checks rough dry OR linens for proper folding.

Incumbent enforces safety policy. Make initial appraisal of quality and quantity of work performed by the workers.

Incumbent will be required to work some weekends to distribute linen and other related tasks. He/she will be the back-up truck driver for distribution of linens, and or clothing room functions. The typical duties of the incumbent is the:

- a. Passing to other workers the instructions received from supervisors or higher authority and getting the work started by assigning the immediate tasks to be performed.
- b. Perform along side with other employees and sets the pace.
- c. Seeing that needed materials, stock, utility and machinery is available and functioning for the group lead in the performance of their duties.
- d. Obtains needed information or discussions from supervisor on problems that arise during the workday.
- e. Ensures there is enough work to keep all employees performing at all required times.
- f. Keeps supervisor informed on status and progress of work and causes (if any) of work delays.
- g. Answers questions of supervisors on overall work operations and his/her concerns including identifying needed training requirements for employees.

SKILLS AND KNOWLEDGE

Must know and be able to perform at the journeyman level all tasks performed by Machine Operators and Truck Drivers. Additionally, must have the ability to demonstrate to others the proper performance of various tasks performed in the Laundry Section. On the "soiled" side of the Laundry, the incumbent will be responsible for maintaining the integrity of each Medical Center's linen inventory during the various procedures. At various times the incumbent will have to operate equipment, drive trucks and perform production tasks to meet textile care goals.

Incumbent must be aware of the pace required to meet various production and distribution objectives for all Medical Centers, and must encourage other workers by proper example to follow his/her lead.

RESPONSIBILITY

Incumbent is responsible to the Laundry Foreman for the pace and overall effectiveness of duties performed by all Laundry Workers. Work Leader reviews finished work and distribution of linens for timeliness, quality and adherence to standards. Incumbent is responsible for maintaining the integrity of all Medical Center's linen inventory and counting said inventories as required.

PHYSICAL EFFORT

Incumbent is subjected to continuous walking, standing, stooping, bending and lifting wet and dry textiles.

WORKING CONDITIONS

Incumbent works in a Laundry Plant where he/she is subject to cold, drafts, dampness, lint, above average temperatures, high noise levels and infection hazards.