



**Naval Academy Business Services Division**  
**Job Announcement Number: 23-103**  
**Vacancy Open: November 16, 2023 – November 30, 2023**  
**Area of Consideration: All Qualified Persons**  
**Security Level: Tier 1 – Non-Sensitive**

### **POSITION DETAILS**

Laundry Machine Operator NA-7305-05  
Full Time (35-40 hours weekly, Benefited)  
\$18.88/hour

### **JOB SUMMARY**

Laundry Machine Operators (LMO) provide an important service to the Naval Academy's Brigade of Midshipmen and all others that utilize the NABSD Laundry and Dry-Cleaning Facility. This position is located in the Washroom and Dry-Cleaning processing areas of the facility and will be modified to accommodate changes in technology.

The Laundry Machine Operator is an integral part of the Laundry's processing team. LMOs set the pace for production throughout the laundry facility. This employee must demonstrate the ability to collaborate and work in a fast-paced environment. The LMO is supervised by the Check-in/ Washroom Supervisor, and interacts closely with other Departments in the Facility as well as the supervisors and staffs of these departments. The LMO ensures that all goods coming to the Facility, through the Check-In Department are expeditiously processed in order to adhere to the delivery schedules and maintain the highest quality standards.

The equipment operated by the LMO includes three large capacity industrial washer extractors and three matching gas fired dryers, four smaller industrial washers and dryers, located in the Laundry and Dry-Cleaning process areas, and three industrial dry-cleaning units which are located in the Dry-Cleaning process area.

### **DUTIES & RESPONSIBILITIES**

- Operates and monitors machines for a variety of purposes: To launder, dye, starch, and treat articles with water repellent and flame retardant. Up to six machines may be operated simultaneously. Operator must know the formulas used for various types and degrees of soiled laundry and monitors the equipment that performs the cleaning, transferring and drying processes on all textiles introduced to the laundry facility.
- Weighs loads, loads machines and ensures that lots remain in the proper sequence.
- Safely handles all chemicals in accordance with prescribed Safety Programs, including the safe and proper use of personal protective equipment (PPE) and practices.
- Keeps the department area and equipment clean; removes lint from the lint collector vacuum units by the 3 Braun Dryers; cleans the lint screens on the 4 dryer tumblers; re-assembles the units daily.
- Monitors cleaning results and reports all observed quality and mechanical issues to management.
- Selects proper formulas, starts and stops equipment and records all processed poundage.
- Weighs slings that have been loaded with towels, sheets, bags, nets, table linen, and other applicable goods; records load weight and mechanically lifts loaded slings to the overhead rail storage system to be

sent to the washers; loads up to 3 slings in each Braun washer based on classification of work and weight of individual slings.

- Weighs carts of clothing and linens for processing through the 7 laundry and dry clean washer/extractors.
- Selects the appropriate cleaning formula on the programmer of the machine according to the classification of the load, and starts the washing process.
- Transfers completed work from the 4 laundry washer extractors to the 4 dryer tumblers as appropriate for the load.
- Ensures that all work transfers to the dryers successfully on the Braun wash line, and makes certain that workload is not impeded.
- Stages carts at the dryer take-off conveyor, and receives loads as they are completed by the Braun dryers.
- Ensures that lot assignment cards stay with proper loads; delivers completed loads to appropriate work areas for further processing.
- May be required to perform duties in other production areas, to include Check-In, Sorting and Shipping and the Transportation Departments.

### **QUALIFICATIONS & REQUIREMENTS**

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a secret security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- One-year probationary period
- U.S. Citizenship is required for Tier 3 Positions

### **APPLICATION INSTRUCTIONS**

A complete online application must be submitted to be considered for a USNA NAF/NABSD position.

Please visit the employment website: <https://www.usnabsd.com/about/careers/>

**Applicants may call 410-293-2519 or x2882 if unable to complete the online application.**

### **KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:**

**\*\*Responses must be included on the KSA portion of the online application\*\***

1. Must have a basic knowledge of commercial washers and dryers with a capacity of up to 500 pounds, and be able to load and unload washers and dryers manually when applicable as well as Dry cleaning machines with capacity of or up to 95 pounds.
2. Must understand the effects of water temperature and chemicals that will be used in the washing process on the various fabrics that are processed through the laundry.
3. Must possess the ability to maintain records and be able to read, write, and understand English at the 12<sup>th</sup> grade level.

## EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – *(Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below)*
- **Veteran:** Page four (4) of the DD-214
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

*Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.*

*Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, etc. All selections are contingent on obtaining satisfactory employment reference checks.*

*We are an E-verify participant. Please be informed that applicants will be required to submit a federal government background check. As a condition of employment, the selectee will be required to participate in direct deposit/electronic fund transfer as specified in the negotiated agreement.*

*Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.*

*DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or other non-merit factor.*

*Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case by case basis.*