



SEAMSTER

9201

GENERAL DESCRIPTION OF CLASS

The SEAMSTER designs and cuts patterns; assembles and constructs new garments or specialty items; and mends and alters garments. Employees also process requisitions for clothing items and receive, store and display inventory.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Patterns

Design and alter patterns from verbal or written instructions by taking measurements and allowing for shrinkage of fabric or cuts out pattern pieces by using a standard pattern design; may alter patterns to meet special needs of handicapped clients; cuts out pattern pieces making sure pattern is positioned correctly on the fabric.

2. Sewing

Construct new garments or specialty items and sews curtains, drapes, aprons, and bibs; finishes pillow slips, sheets, and towels; alters garments to fit properly. Mark or tag new linens and clothing items with agency identity. Clean and oil sewing machine.

3. Clothing and Linen Repair

Mend, patch, and repair garment and linen which are repairable; mend rips and torn seams in clothing; apply patches to worn clothing; remove old zippers and put in new zippers; hem pants and dresses; take-in or let-out seams on clothing; attach snaps and grommets to clothing. Sort clothing and linen for repairs, discard, or use.

4. Miscellaneous

May organize and assign work to clients or volunteer workers. Maintain inventories of new and used clothing, process requisitions for clothing, assist client in selection and issue clothing.

The duties listed below are for positions that work with adult or youth inmate and patient workers:

Some employees coordinate work flow and assign work. Employees direct workers to follow rules, policies, procedures and security guidelines; instruct and train on work techniques and procedures, and in safe and efficient operations of tools and equipment. Employees evaluate work performance; escort workers from area to area; search work areas for contraband; verify and sign time cards; monitor work area for cleanliness and order; and direct workers in cleaning methods. Employees escort outside contractors and vendors into secure perimeters of facilities.

RELATIONSHIPS WITH OTHERS

Employees in this class are in daily contact with institutional staff and clients who have clothes to be mended and/or altered or have other sewing needs.

SUPERVISION RECEIVED

Employees in this class receive general supervision. Work is reviewed through weekly reporting or as needed to assure that sewing is of satisfactory quality and that work orders are completed in a reasonable amount of time. Operating manuals, instruction sheets, and pattern instructions are followed for correct operation of sewing machine and sewing procedures.

GENERAL INFORMATION

Positions are primarily found in 24 hour facilities. They require the willingness to work in the environment associated with position's location and purpose. Positions require the willingness to sit for extended periods of time while performing job duties and to safely perform moderate to heavy lifting.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

Principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Design techniques, tools, and principles involved in production of linens and clothing using patterns, drawings and models.
Raw materials, production processes, quality control, and other techniques for maximizing the effective creation and distribution of goods.
Arithmetic, algebra, geometry, and their applications.
Privacy rights of clients.

Skill to:

Operate, adjust, clean, and complete minor maintenance of computerized, industrial sewing machines.
Construct new garments or specialty items.
Design and alter patterns from verbal, electronic or written instructions.
Alter patterns to meet special needs of handicapped residents.
Mend, patch, and repair garments and linen.
Hem pants and dresses, take-in or let-out seams, and attach snaps and grommets to clothing.
Organize and assign work to clients or volunteer workers.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division