

Job Class Profile: Seamstress II

Pay Level: CG-24 **Point Band:** 422-455

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	2	4	3	2	3	2	3	4	
Points	93	33	25	14	60	65	41	64	43	438

JOB SUMMARY

The Seamstress II performs supervisory work and participates in sewing room operations in a health care environment.

Key and Periodic Activities

- Plans, schedules, directs and coordinates sewing room operations.
- Operates and maintains commercial sewing machinery; oils, cleans and changes needles and attachments.
- Takes measurements and fabricates bedside screens, drapes, laundry bags, and other articles to required specifications.
- Performs repairs, alterations and mends patient/resident clothing, linens and drapes, etc. Condemns garments and other materials, as deemed appropriate.
- Labels patient clothing.
- Consults with fabric suppliers; managers and other health care providers regarding requirements, supplies, price quotes, etc.
- Oversees inventory of sewing supplies and reorders when necessary.
- Maintains time and attendance records for employees.
- Designs and fabricates speciality items such as seat belts for lift chairs, etc as required.
- Delivers clothing to patients/residents.
- May perform general laundry duties.

SKILL

Knowledge

General and Specific Knowledge:

- Policies and Procedures
- Basic sewing techniques

Formal Education and/or Certification(s):

- Minimum: High School Diploma. Completion of Sewing Certificate (Levels I, II III)

Years of Experience:

- Minimum: 1 to 2 years

Competencies:

- Follow basic instructions and work processes
- Apply established techniques to the completion of activities
- Coordinate a range of related work or project activities
- Provide advice to others on how to solve a problem or address an issue
- Write straightforward text
- Operate and maintain sewing machinery

Interpersonal Skills

- A range of interpersonal skills are used including listening to information from other people and asking questions to get information or clarification on sewing requirements and providing routine information and direction to employees.
- Communications primarily occur within the immediate work area and department.
- The most significant contacts are with the employees in the performance of daily sewing operations; supervisor/manager for direction and advice/guidance on problems or issues that may arise; patients/residents when performing repairs and alterations to personal clothing; nursing staff or other health care providers regarding special requirements and with various suppliers regarding fabric and sewing supplies.

EFFORT

Physical Effort

- The demands of the job occasionally results in fatigue, requiring periods of rest.
- Lifting or moving patient's clothing weighing less than 10 lbs. is a constant requirement and lifting or moving objects weighing over 50 lbs. such as bolts of drapery material, bed screens and various other fabrics is required on an occasional basis.
- Performing sewing work by hand or machine requires sitting for extended periods. Standing or walking is also required in the performance of daily activities and driving to various sites within the region may also be required. Working in awkward or cramped positions or body movement such as bending is experienced when cutting or ironing fabric.
- Manual or physical activities include constant fine finger or precision work when sewing; using hand tools such as scissors that require accurate control and steadiness; using gross motor skills and operating sewing machinery.

Concentration

- **Visual concentration or alertness** is required constantly when measuring and cutting fabrics, and when operating a sewing machine or when sewing items by hand.
- **Auditory concentration or strain** is experienced when communicating with supervisor/manager, nursing staff or other health care providers and with employees to ensure understanding of sewing requirements. **Auditory concentration** is also required when listening to sewing machine for any unusual sounds to identify any potential problems with machine.
- **Alertness and concentration are required when performing repetitive tasks** such as

measuring, cutting and sewing fabrics or patients/residents clothing.

- **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required to ensure a safe and secure work area is maintained and that all sharp objects such as scissors, sewing needles, etc are properly stored.
- **Time pressures and deadlines** are experienced in the performance of daily activities to ensure that the sewing requirements for patients/residents and/or nursing staff/health care providers are met or when performing emergency sewing repairs. **Interruptions and lack of control over work pace** can occur with power outages, conflicting priorities, unavailability of materials or supplies or staff shortages.
- **Eye/hand coordination** is required for sewing by hand or machine.
- **Exact results and precision** are required when measuring, cutting and fabricating window treatments, bedside screens and personal clothing.

Complexity

- Work involves overseeing sewing room operations and performing a variety of hand and machine sewing tasks that are well defined and similar/related in terms of the skills and knowledge required.
- A typical problem or challenge is scheduling and directing employees to achieve established sewing requirements.
- Reference material to assist in addressing problems, challenges and issues include policies and procedures and direction, advice and guidance from supervisor/manager.

RESPONSIBILITY

Accountability and Decision-Making

- Receive direction from a supervisor/manager related to work assignments and are expected to work independently in accordance with established policies and procedures. Work is prioritized based on patient/resident need and institutional requirements.
- Have authority to plan, schedule, direct and coordinate work activities and to order sewing supplies.
- Supervisory approval is required for the purchase of new equipment and for any other deviation from assigned work.
- Some discretion and judgement can be utilized when ordering supplies; condemning garments and other materials and when selecting fabric, color, pattern and determining the method of fabrication.

Impact

- Work results can have a positive impact within the immediate work area; department; organization; and on patients/residents/general public as well as on financial resources and safety and privacy of patients/residents when items are repaired, altered or fabricated in a professional fashion and when sewing machinery is operated and maintained properly.
- Mistakes or errors can result in delays in completing work; increased financial costs if fabrics and other sewing supplies are wasted or ruined; breakdown of sewing machinery if not operated and maintained in accordance with manufacturer's specifications and safety, privacy issues for the patient/resident if personal clothing alterations are not performed

properly, specialty items are not designed to ensure patient/resident safety and bedside drapes and window coverings are not available.

- Work assignments are periodically reviewed through observation of results and errors are typically resolved within hours of identification.

Development and Leadership of Others

- Oversee sewing room operations and are responsible to provide leadership and direction to employees including providing direction on a day-to-day basis with regards to scheduling, assigning, coordinating work and maintaining employee time and attendance records.

WORKING CONDITIONS

Environmental Working Conditions

- There is no requirement to wear safety equipment.
- The likelihood of injury or illness resulting from hazards is limited.
- Exposed to unusual/distracting noise from sewing machines; dust from drapery fabrics; sharp objects such as scissors, blades, seam rippers, needles, etc; and vibration when operating commercial sewing machines and sergers.