

Specification for Class of

SEAMSTRESS 2

Abolished Effective July 1, 2007

Definition: Supervises or provides direction to Seamstresses 1 and performs volume sewing work in making, altering or mending clothes and cloth articles; or serves as the only seamstress in an institutional facility which includes planning, coordinating and participating in a volume sewing program.

Typical Work

Supervises and instructs employees, students or patients in proper use and care of sewing equipment and in all phases of sewing work; performs volume sewing work and operates a sewing room;

Reviews work orders and determines priority of work in absence of specific instructions regarding priority;

Measures individuals for garments;

Makes, fits, mends and alters articles of clothing such as pajamas, nightgowns, camisoles, shirts, trousers, dresses, aprons, hospital gowns and amateur theatrical costumes;

Makes and mends sheets, pillow cases, towels, curtains, draperies, chair covers and table linens;

Makes and cuts out patterns;

Marks clothing and sorts items to be mended or discarded;

Operates power sewing, cutting, marking and buttonhole machines; makes minor repairs and adjustments and maintains sewing room equipment; safeguards tools and takes precautions to prevent injuries;

Estimates and requisitions needed yardage and other sewing supplies;

Issues clothing and other items made in sewing room and maintains records;

Keeps sewing room clean and orderly;

Performs other work as required.

Knowledge and Abilities

Knowledge of: sewing methods and equipment; use of patterns; grades and qualities of textiles; maintenance of sewing machines; record keeping.

Ability to: use, adjust and maintain various power sewing machines and attachments and power cutter; do hand sewing; make, cut out and sew by patterns; supervise and instruct employees and students or patients in use and care of sewing equipment and general sewing work; perform volume sewing work and plan and schedule work effectively; follow oral and written instructions.

Minimum Qualifications

Two years of experience or training in sewing, preferably on a volume basis, including use of power sewing machines.

Revised March 13, 1972

Revises minimum qualifications

Revised March 14, 1980

Revises definition

Revised May 28, 1986

Revises definition