

**BOARD OF REGENTS
STATE OF IOWA
REGENTS MERIT SYSTEM**

Class Title: Sewing Machine Operator,
Hospital

Class Code: 7921

Pay Grade: 405

GENERAL CLASS DESCRIPTION:

Under general supervision, designs, repairs, and constructs clothing, linen, and specialty items.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Reads and interprets drawings, specification, and work orders, and develop patterns for construction of specialized medical items (such as head and chin restraints, Timmerman sheets, dental dams) and draperies, linens and clothing.
2. Operates various machines such as sewing machines, linen marker, serger, thermopatcher, name tag marker and applicator, hand iron and electric cutter.
3. Measures patients for special body restraints, and makes other field measurements as necessary.
4. Sorts linen to determine if items are to be discarded or repaired.
5. Makes minor repairs, oils and cleans machine.
6. Maintains records, estimates costs (material and labor) to manufacture items and controls inventory.
7. Uses a variety of materials in the construction of items such as rubber, plastic, terry cloth, airfoam padding, nylon, muslin, etc.
8. Fits, alters, makes and issues uniforms for hospital personnel.
9. Keeps working areas clean and orderly.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

Class Title: Sewing Machine Operator III

Class Code: 7921

Pay Grade: 405

KNOWLEDGES, SKILLS AND ABILITIES:

1. Ability to troubleshoot, adjust, clean and oil sewing machines and related equipment.
2. Ability to interpret oral and written instructions.
3. Ability to communicate orally with individuals from a variety of backgrounds.
4. Ability to mark material, determine where to cut, and how to fit, using measuring and other devices of the trade.
5. Ability to safely operate and maintain sewing tools and machines.
6. Ability to sit for long periods with continual movement of hands, arms and fingers.
7. Ability to maintain records of sewing projects and amounts of fabric and other supplies ordered and used.
8. Knowledge of principles of mathematics in order to calculate fabric and other supplies necessary for project.
9. Knowledge of techniques for altering and constructing uniforms, other garments, and hospital specialty items.

MINIMUM ELIGIBILITY REQUIREMENTS:

One year tailoring or seamstress experience with personal sewing substituting on the basis of three years experience equaling one year of full-time paid experience.

REVISION EFFECTIVE: July 1, 1989