

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

Class Title: Sewing Machine Operator III

Class Code: 7753

Pay Grade: 407

GENERAL CLASS DESCRIPTION:

Under general supervision assists in the design of and constructs draperies for unusual spaces, banners, tapestries, stage curtains, cornice boards, and other special projects requiring extensive knowledge of fabrics, fabric construction techniques and an understanding of design principles; assists in the design of and constructs projects for holidays and/or special events; performs repair work on cushions, chairs, sofas, etc. May functionally supervise lower level personnel.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Assists in the design and constructs special draperies and accessories for unusual spaces such as for curved windows, stage curtains, cornice boards and special projects; and assists in completing sketches for difficult window treatment areas.
2. Constructs and assists in the design of banners and tapestries for special events and specific locations.
3. Assists in the design and constructs projects for holiday decorations and/or special events.
4. Makes, alters, repairs, and/or redesigns cushion covers for hard-to-fit furnishings.
5. Makes patterns for special projects.
6. May require supervision of other personnel to assign and coordinate work for special projects.

RELATED DUTIES:

1. Reads and interprets work tickets and drawings of work orders for sewing draperies for all dormitory areas including student rooms, lounges, offices, music rooms, library, dining rooms, etc.

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.

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2. Operates commercial sewing machine and blind stitch machine, hand iron, and electric scissors to make draperies and rubberized lining, fiberglass, Naugahyde.
3. Measures areas for draperies, estimates costs, and writes up work tickets; also makes patterns for special projects when necessary.
4. Maintains record of material received and checks for color, texture, flaws, width, etc., according to job specifications and specifications for purchase of material.
5. Presses, folds, and hangs draperies.
6. Maintains a record of each dormitory with complete record of draperies made, repaired, and replaced including worksheets and patterns.
7. Orders supplied as needed - thread, needles, hooks, weights, crinoline, distilled water, parts for machines, irons, cotton lining, etc.
8. Keeps a record of material as it is cut with job number, size of panel, number of panels cut, bolt yardage, amount used, waste, flaws, etc.
9. Makes, alters, and repairs cushion covers as required.
10. Makes minor repairs, oils, cleans all machines.
11. Keeps working area clean and orderly.
12. Fits, alters, makes and issues uniforms for personnel.

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 mark material, determine where to cut, and how to fit, using measuring and other devices of the trade.
4. Ability to safely operate and maintain sewing tools and machines.
5. Ability to read, write and follow instructions.
6. Ability to sit for long periods with continual movement of hands, arms and fingers.

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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, window coverings and cushions.
10. Ability to use judgment, preciseness, creativity, and concentration in accomplishing steps crucial to the overall appearance of the item constructed.

MINIMUM ELIGIBILITY REQUIREMENTS:

Two years of custom sewing experience in the design, complete construction and alteration of draperies and/or clothing, or two years of post high school education in textiles and clothing construction or a combination of experience and post high school education in textiles and clothing construction to equal two years.

REVISION EFFECTIVE:

July 1, 1989