

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## SEWING ROOM ATTENDANT 2

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### DEFINITION

Under general supervision, coordinates sewing projects by leading workers and residents, designs patterns, and sews and mends draperies, clothing, linens and other articles in a state institution; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

### WORK EXAMPLES

Assists a supervisor by performing, in accordance with set procedures, policies, and standards, such duties as instructing employees about tasks, answering questions about procedures and policies, distributing and balancing the workload and checking work; may make occasional suggestions on appointments, promotions, and reassignments.

Participates in sewing work requiring the use of commercial sewing machines, buttonhole machine, thermopatch machine and surge machine.

Designs, assembles and cuts patterns for draperies, gowns, laundry bags and special projects such as special soft shoes, restraints and heavier clothing so that residents with special needs are appropriately served.

Makes alterations to residents' clothing such as dresses, slacks, shirts and trousers to make them fit better by fitting the article of clothing to the resident, marking the needed alterations and cutting and sewing the garment to complete the alteration.

Repairs residents' clothing and institutional linen such as sheets, pillow cases, aprons, towels, tablecloths and draperies in order to prevent unnecessary replacements.

Ensures that tagging of residents' clothing is done on a daily basis so that their clothing is properly identified.

Requisitions supplies and repair services and maintains inventory in sewing room so that needed equipment and supplies are available.

Ensures that all sewing including special projects, repairs, alterations and drapery making projects are completed within specified time frames.

Ensures that sewing machines are cleaned regularly and that sewing room is clean and free from dust and lint so that machines operate properly.

### COMPETENCIES REQUIRED

Knowledge of drapery construction techniques including measuring window and determining appropriate fabric yardage, measuring and making pleats and hanging and weighting drapes.

Knowledge of basic mathematics including addition, subtraction, multiplication and division.

Knowledge of fabric types, costs and appropriate usage.

Knowledge of proper sewing techniques for various types of fabrics.

Knowledge of commercial sewing machines and the attachments used to sew various types of stitching.

Knowledge of various kinds of patterns and instructions for completing sewing projects.

Knowledge of sewing and mending techniques as they relate to the kinds of alterations and repairs required in an institutional setting.

Knowledge of basic sewing machine repair and preventative maintenance techniques.

Ability to plan, coordinate and oversee the work of others.

Ability to mend and alter residents' clothing, institutional linens and draperies so that they appear neat and are serviceable.

Ability to operate commercial sewing machines and various attachments as well as buttonhole machine, snap machine, thermopatch machine and surge machine.

Ability to figure fabric yardage.

Ability to design patterns for special projects such as special soft shoes, restraints and helmets for residents.

Ability to read and understand patterns and instructions related to sewing and mending.

Ability to fill out reports for maintenance requests and requisitioning of supplies.

Ability to keep records of items made and the cost of the items made including cost of the fabric and labor cost.

Ability to make minor machine repairs.

Skill in using commercial sewing machines, thermopatch machine, buttonhole machine, snap machine and surge machine.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

One year of manual and machine sewing or mending experience, which included the application of advanced sewing methods, i.e., cutting and fitting patterns, making drapes, curtains and street clothing for men and women;

OR

employees with current continuous experience in the state classified service that includes the equivalent of six months of full-time experience as a Sewing Room Attendant 1 shall be considered as qualifying.

Effective Date: 10/14/83 KC