

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

SEAMSTER

JOB DESCRIPTION

Employees in this job fabricate, alter, repair and maintain various items such as clothing, uniforms, draperies, curtains, and upholstered furniture. The work is performed in accordance with specifications, patterns, and other guidelines using hand and machine sewing methods.

There are two classifications in this job.

Position Code Title – Seamster-E

Seamster E6

This is the experienced level. The employee performs a full range of sewing assignments, using limited judgment. Actions are normally determined by specific instructions from the supervisor or by following well-defined procedures, methods, and practices.

Position Code Title – Seamster-A

Seamster 7

This is the advanced level. At this level, the employee functions as a lead worker overseeing the work of other Seamsters and/or as a senior worker responsible for custom fittings, altering, repairing and maintaining uniforms on a department-wide basis.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Fabricates items such as curtains, draperies, pillows, and furniture coverings using old and new materials.

Positions pattern section on fabric, marks cutting lines, and then cuts fabric with hand or electric scissors following pattern edge; bastes or pins fabric parts together in preparation for final sewing; sews fabric parts together by hand or operates sewing machine to join parts.

Mends items such as bed linens, towels, gowns, pajamas, robes, and uniforms by resewing seams, patching, and/or darning fabric, using hand and/or sewing machine.

Repairs or replaces defective garment parts such as pockets, linings, zippers, and buttons.

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Alters clothing to fit an individual by following instructions on repair tags and/or marks and pinned folds on clothing.

Sews identifying labels, patches, and emblems on garments.

Inventories, receives and stocks uniform parts, clothing, materials and supplies; prepares outgoing merchandise for shipment.

Washes and presses garments using a hand iron or steam pressing equipment.

Sews, repairs and re-upholsters furniture such as sofas and chairs.

Instructs residents in related living skills.

Operates a variety of machines, tools, and equipment associated with the work, such as sewing machines, hand or steam pressing equipment and washers and dryers.

Cleans and oils power sewing machines and other equipment as part of preventive maintenance duties.

Maintains records and prepares reports related to the work.

Additional Job Duties

Seamster 7 (Senior Worker)

Measures uniformed personnel for size and records measurements on individual's record cards for use in ordering, altering, or repairing garment.

Custom fits uniforms on individuals, marking areas needing alterations; performs alterations such as shortening and lengthening sleeves and legs, and expanding or narrowing waist and chest while maintaining drape and proportions of uniform.

Makes recommendations on fabrics for use in uniform parts based on quality, durability and suitability to purpose.

Writes and revises uniform specifications as necessary.

Checks incoming shipments of new garments and certifies them as being free from defects and flaws and in compliance with specifications.

Designs and fabricates items to be used in training or physical and occupational therapy activities.

Instructs staff and residents in the maintenance and repair of draperies and upholstered furniture and the mending and alteration of clothing.

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Studies patterns in order to determine the type of fabric and materials to be used, the appropriate tools and equipment, and time needed to complete the assignment.

Performs related work as assigned.

Seamster 7 (Lead Worker)

Coordinates work of the sewing unit by prioritizing, assigning, scheduling, and overseeing the proper completion of work assignments.

Inspects work in progress and upon completion to check for employees' adherence to standard procedures, methods and practices and to assure quality of finished product.

Instructs and trains other employees in job methods, practices and techniques.

Resolves problems in the unit related to the work.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of fabrics and their qualities.

Knowledge of the standard methods, practices, and techniques used in clothing construction, alteration, and repair.

Knowledge of the proper use, operation, and preventive maintenance of the machines, tools, equipment, and work aids used in the performance of the work.

Skill in the use and operation of the machines, tools, equipment and work aids used in on the job.

Ability to follow instructions.

Ability to communicate with others.

Ability to prepare and maintain work related records.

Additional Knowledge, Skills, and Abilities

Seamster 7

Knowledge of agency practices and procedures.

Ability to explain instructions and guidelines to others effectively.

Ability to prioritize and assign work to others.

Ability to organize and coordinate the work of the unit.

Working Conditions

Some jobs are located in a mental health facility.

Physical Requirements

None.

Education

No specific amount of formal education is required.

Experience

Seamster E6

One year of experience sewing, altering, and repairing clothing.

Seamster 7

Two years of experience sewing, altering, and repairing clothing, including one year equivalent to a Seamster E6.

Alternate Education and Experience

Employees may enter the class series from the Institution Worker or Domestic Services Aide classifications when they meet the minimum requirements.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
SEAMSTER

Job Code Description
Seamster

Position Title

Seamster-E
Seamster-A

Position Code

SEAMSTRE
SEAMSTRA

Pay Schedule

U11-003
U11-004