

### Class Concept

Employees in this class supervises the sewing, altering, and mending activities in a facility. Work includes supervising the maintenance and issuance of institutional linens and clothing. General work assignments in terms of production to be accomplished are established by an administrative supervisor and within this general outline, an employee must coordinate production and repair activities to maintain adequate supplies of finished and repaired garments. Work includes the supervision of subordinate employees and usually includes the supervision of a number of inmate helpers. Work is evaluated by an administrative supervisor through discussions and analysis of reports to ascertain that sufficient quantities of materials are maintained and that costs of production are kept within budgetary limits

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable knowledge of textiles and of sewing and mending processes.
- Considerable knowledge of the construction of garments or similar articles, including taking measurements, cutting, and fitting.
- Skill in the operation, care, and adjustment of sewing machines, buttonhole machines, and other equipment used in sewing work.
- Ability to plan, layout, and supervise the work of employees and helpers in a sewing room.
- Ability to establish and maintain acceptable production standards.
- Ability to work from standard patterns and to draft patterns to meet special needs.
- Ability to keep production records and prepare reports from these records.
- Ability to establish and maintain effective working relationships among staff employees and with other departments in the institution.

#### Minimum Education and Experience

Education and/or experience in sewing that is directly related to the job and consistent with accepted practices of the trade equivalent to at least two years of experience in a commercial or institution; or an equivalent combination of education and experience.