

SEAMSTRESS

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for altering, making and repairing fabric articles. The work is of ordinary difficulty performed under general supervision. A seamstress is responsible for the efficient repair of hospital linens and fabrics, determining the manner of mending, refabrication or waster utilization of worn linens. General supervision may be exercised over the work of subordinate housekeeping personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Does general sewing work, including plain and fancy sewing by hand and machines;

Cuts and fits pajama coats, pneumonia jackets, hospitals curtains, bed screens and chair covers;

Mends sheets, pillowcases, laundry bags, towels, abdominal binders, clinic and surgical gowns, etc.;

Presses and irons sheets, pillowcases, gowns or clothing;

Checks and keeps records of all linen cupboard and sewing jobs performed;

Requisitions new fabrics when required;

May supervisee the work of housekeeping personnel in general sewing and mending tasks;

May occasionally be assigned to routine cleaning tasks;

Performs incidental laundry services using a standard washer and dryer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Practical working knowledge of mending sheets, pillowcases, pajamas, pneumonia jackets, special types of bandages, aprons, curtains, etc.; good knowledge of hand and machine sewing; good knowledge of sewing equipment and skill in making simple repairs and adjustments; good knowledge of type and grade of textiles such as woolens, cottons, linens and other goods;

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ability to understand and follow patterns and simple oral and written directions; ability to keep simple records and make reports; ability to get along well with others; good eyesight; good motor and hand and eye coordination; and finger dexterity.

MINIMUM QUALIFICATIONS: One (1) year of satisfactory experience in sewing in a factory as a commercial dressmaker, or as a furniture upholsterer, or in the production of draperies or as a seamstress.

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Last Reviewed: June 27, 1985
Jurisdictional Class: Non-Competitive
Public Hearing:
NYS Civil Service Commission Approval:

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