**BOARD OF REGENTS**

**STATE OF IOWA**

**REGENT MERIT SYSTEM**

**Class Title: Hospital Sewing Machine Operator Class Code: 7921**

**Pay Grade: 405**

**GENERAL CLASS DESCRIPTION:**

Under general supervision, designs, repairs and constructs clothing, linen and specialty items.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Reads and interprets drawings, specifications and work orders, and develops patterns for the construction of specialized medical items (such as head and chin restraints, Timmerman sheets, dental dams) and draperies, linens and clothing.
2. Operates various machines, such as sewing machines, linen marker, serger, thermopatcher, name tag marker and applicator, hand iron, and electric cutter.
3. Measures patients for special body restraints, and makes other field measurements as necessary.
4. Sorts linen to determine if items are to be discarded or repaired.
5. Makes minor repairs, oils and cleans machine.
6. Maintains records, estimates costs (material and labor) to manufacture items and controls inventory.
7. Uses a variety of materials in the construction of items, such as rubber, plastic, terry cloth, airfoam padding, nylon, muslin, etc.
8. Fits, alters, makes and issues uniforms for hospital personnel.
9. Keeps working areas clean and orderly.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

One year tailoring or seamstress experience with personal sewing substituting on the basis of three years experience equaling one year of full-time paid experience.

H:(hr/classdes)7921 **REVISION EFFECTIVE: July 1, 1981**