

Name:

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
NAPA STATE HOSPITAL**

JOB CLASSIFICATION: SEAMER

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under direction in a State institution, to perform the skilled tasks in making and repairing clothing and linen; to instruct and supervise employees and helpers from the resident population; may instruct, lead or supervise individuals, wards or individual workers; and do other related work.

35% Issues, repairs, alters, condemns, and replaces individual clothing using a single- or double-needle power-driven sewing machine, electric cloth cutting machine, and other equipment used in the sewing and repairing of cloth articles.

25% Cuts, measures, and constructs specialty clothing items, draperies, curtains, sheets, and other articles; drafts and cuts patterns.

20% Marks, receives, and sorts newly purchased clothing for distribution to the units, donated clothing, or unmarked items returned from the laundry.

5% Maintains clothing records and inventory of clothing items; prepares reports and estimates of materials and sewing supplies.

5% Makes minor adjustments on a power sewing machine and other equipment when needed.

10% Other related duties as required.

% **SITE SPECIFIC DUTIES**

% **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Seamer functions under the direction of the Clothing Center Manager.

3. SUPERVISION EXERCISED

The Seamer position is non-supervisory, but may instruct and supervise employees and helpers from the individual population in sewing methods and machine operations.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods, materials, and equipment used in making, altering, and repairing garments and cloth articles; operating power sewing machines and related special equipment; principles of effective supervision and instructing and supervising employees and helpers from the individual population.

ABILITY TO:

Operate power sewing machines and related special equipment; draft and cut patterns; instruct and supervise employees and helpers from the resident population; make minor adjustments on a power sewing machine and other equipment; analyze situations accurately and take effective action; keep records and prepare reports; read and write at a level appropriate to the classification.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public; and
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date