

JOB DESCRIPTION

Position Title: **SEWING MACHINE OPERATOR**

IOBDC Title: _____

(from Service Contract Act Directory of Occupations)

Census Code:	832	SOC Code:	51-6031
Total Points:	171	Job Grade:	Skill Levels A,B,C
Exempt / Non-Exempt:	Non-Exempt	Exemption Category:	N/A

Department: Sewing

Reports to: Sewing Department Supervisor

Direct Reports None

Position will _____

Supervise: None

Summary of Position:

Operates one of several types of sewing machines to sew a variety of different items and each operator may operate more than one type of sewing machine.

New Hires' Wage Scale: Starting Rate: \$6.15/hr, after 90 days evaluated for skill level pay
Skill Level A - \$8.25/hr Skill Level B - \$7.80/hr Skill Level C - \$7.55/hr Skill Level D - \$7.35/hr

Duties and Responsibilities:

1. Selects thread according to specifications
2. Places spool on spindle and draws thread through machine guides, tension devices and needle eye
3. If applicable, inserts bobbin into shuttle and draws thread through slot in shuttle wall
4. Depresses pedal to raise presser foot, positions parts for sewing
5. Starts sewing machine and depresses pedal to start machine sewing
6. Sews items, checking for correct stitching, quality and uniformity
7. Cuts, breaks, or removes each item after sewing and stacks aside
8. Calls department supervisor to report any needed repairs or machine adjustments
9. Responsible for safety and good housekeeping practices around work areas
10. Promptly completes any other duties and responsibilities designated by the department supervisor

Requirements:

Machines, Equipment, Tools Used: Sewing machines such as bar tacker, overedger, binder, seamer, hemmer, component attacher, manual or automatic, single or dual needle

Prepared by: _____

Date: _____

Approved by: _____

Date: 3/22/89

Revised

Date: 1/1/07

POSITION EVALUATION PLAN SUMMARY

Non-Supervisory Manufacturing, Maintenance, Warehousing, Distribution and Service Positions

Position Title: **SEWING MACHINE OPERATOR**

Please record results by placing an "X" in the corresponding degree box for each of the eleven job factors.

JOB FACTOR	1 st Degree	2 nd Degree	3 rd Degree	4 th Degree	5 th Degree
1. Education or Trade Knowledge	X				
2. Experience		X			
3. Initiative and Ingenuity		X			
4. Physical Demand		X			
5. Mental and/or Visual Demand			X		
6. Responsibility for Equipment or Process	X				
7. Responsibility for Material or Product	X				
8. Responsibility for Safety of Others	X				
9. Responsibility for Work of Others	X				
10. Working Conditions		X			
11. Unavoidable Hazards		X			

CORRESPONDING POINT ASSIGNMENTS

JOB FACTOR	1 st Degree	2 nd Degree	3 rd Degree	4 th Degree	5 th Degree
1. Education or Trade Knowledge	14	28	42	56	70
2. Experience	22	44	66	88	110
3. Initiative and Ingenuity	14	28	42	56	70
4. Physical Demand	10	20	30	40	50
5. Mental and/or Visual Demand	5	10	15	20	25
6. Responsibility for Equipment or Process	5	10	15	20	25
7. Responsibility for Material or Product	5	10	15	20	25
8. Responsibility for Safety of Others	5	10	15	20	25
9. Responsibility for Work of Others	5	10	15	20	25
10. Working Conditions	10	20	30	40	50
11. Unavoidable Hazards	5	10	15	20	25

Total Points as Calculated by HR Specialist: 171