

JOB DESCRIPTION

(Classified Employee)

Job Title: Sewing Machine Operator

Date: April, 1995

Job Code: 2561

Statement of the Job

Employee performs skilled work in sewing, mending and repairing of athletic uniforms and equipment. Employee works under limited supervision.

Duties of the Job

- *1. Sews, mends, tailors and repairs athletic uniforms and equipment.
- *2. Replaces zippers.
- *3. Operates sewing machines.
- *4. Replenishes materials and keeps area orderly.

Asterisked (*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

JOB SPECIFICATION

(Classified Employees)

Job Title Sewing Machine Operator

Job Code No. 2561

Wage Grade 8

Total Points 230

FACTOR	DEGREE	POINTS
1. Knowledge and Skills Ability to comprehend, carry out and explain complex verbal and written instructions.	3	108
2. Effort I. Mental and Visual Effort Continuous mental and/or visual effort for a sustained period. II. Physical Effort Moderate physical effort or frequent fine motor control in work requiring extremely close tolerances.	3 3	24 30
3. Responsibility for Cost Control Damage or waste is possible but normal care will prevent loss.	2	16
4. Responsibility for Others I. Injury to Others Little or no action required to prevent physical injuries. II. Supervisory Responsibility No regular supervisory responsibility; may relay instructions or be assigned to train or orient new staff. III. Sensitive Information and Records Little or no contact with sensitive information.	1 1 1	8 8 8
5. Working Conditions Frequent exposure to adverse stimulation which can result in some disagreeable working conditions.	2	20
6. Responsibility for External and Internal Relations Contacts are primarily within the department.	1	8

