

Class Specification
for the Class:

SEWING WORKER III
F103; BU:02

Duties Summary:

Supervises the production of institutional clothing, linens, and accessories using ward or patient labor; instructs and does drafting and cutting from patterns; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the top-level class in the Sewing Worker series. This class differs from that of Sewing Worker II in that the Sewing Worker III is responsible for the overall supervision of a work unit producing institution clothing, linens, and accessories, under the direction of the management of an institution; whereas the Sewing Worker II assists the Sewing Worker III in the production of institutional clothing, linens, and accessories and in the supervision of wards or patients in cutting and sewing various parts of such items.

Examples of Duties:

Plans, lays out, assigns and reviews the work of patients or wards in sewing and mending garments in a garment factory in an institution; instruct wards or patients in the simpler phases of drafting and cutting from patterns; periodically inspects work to assure conformance to standards; checks requisitions for clothing and linen received from various units of the institution; plans production schedules and assigns work to ward or patients; instructs wards or patients in drafting and cutting cloth and parts of garments for crippled or obese patients or wards; periodically estimates cloth, buttons, thread and other supplies needed; prepares requisitions for submittal to the institution management; takes inventory of garments on hand, materials, equipment and supplies; prepares evaluation reports of employees, and wards or patients assigned; periodically receives, checks and mends garments, shirts, dresses, wash cloths, pillow slips and top sheets; prepares and submits operational reports.

Minimum Qualification Requirements:

Experience and Training: Three (3) years of progressively responsible work experience producing garments, of which one (1) year shall have been in a supervisory capacity; or an equivalent combination of experience and training.

Knowledge of: The practices and techniques of producing garments and linens; operation and care of power sewing and cutting machines; various types of cloth, materials and supplies used in producing garments; principles and practices of supervision.

Ability to: Plan, lay out, assign and review the work of others engaged in producing garments; operate various cutting and sewing machines; make patterns; make accurate estimates of cloth and material needed to produce garments; prepare operational reports; give and receive both oral and written instructions.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specifications for the class, SEWING WORKER III, to include the mental/emotional requirement effective May 1, 2007.

This is an amendment to the class specification for the class SEWING WORKER III approved on January 11, 1956.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: May 1, 2007

JANICE WAKATSUKI
VP/Director of Human Resources