

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

SEAMER 2

I. DEFINITION

This is supervisory and training work mending and manufacturing garments, linens and related articles. Employees in this class direct the work of other seamers or train and use institution residents to sew and mend. Work includes supervising a small shop or assisting the supervisor in a large shop, training residents and employees, supervising cutting and garment manufacturing and aiding department heads on draperies or other sewing problems. Independently performed, work is subject to administrative review.

Examples of Work Performed:

- Supervises employees and residents and assigns their work.
- Trains residents and employees demonstrating the proper techniques in sewing and mending and in the use of machines.
- Supervises the sorting and discarding of clothing and linens.
- Supervises the cutting and manufacturing of a wide variety of garments, linens and other articles.
- Fills requisitions or work orders estimating time and material needed.
- Requisitions supplies and services for shop.
- Supervises the fitting of residents and issues their clothing.
- Uses and demonstrates all safety techniques reporting all injuries of residents or employees.
- May act as a consultant for departments in the institution on draperies or other sewing problems.
- Keeps records and makes reports.
- Performs related work as assigned.

II. QUALIFICATIONS

Required Knowledge, Skills and Abilities:

Thorough knowledge of sewing and mending techniques.
Thorough knowledge of materials and machines.
Thorough knowledge of measuring and fitting techniques.
Considerable knowledge of industrial sewing techniques including pattern making, cutting, etc.
Ability to estimate time and cost of production.
Ability to supervise others.
Ability to maintain effective working relationships.

Minimum Training and Experience:

Such training as may have been gained through graduation from high school and two years' experience in industrial sewing and mending including pattern cutting and use of a variety of industrial machines; or an equivalent combination of training and experience.

III. ADMINISTRATIVE INFORMATION

The classification title was changed from Seamstress or Seamer 2 to Seamer 2 to simplify the title structure and use terminology commonly used by other employers. This change was effective November 13, 2005 and announced in OSER-0082-MRS/SC bulletin.