

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

APPAREL/DRY GOODS SPECIALIST I

POSITION CODE: 01231
Effective: 2-1-76

DISTINGUISHING FEATURES OF WORK:

Under supervision, sews, alters, measures, fits, relines and repairs garments; mends materials in the maintenance of a clothing and linen supply and production of new textile articles in an institution or facility; may instruct resident helpers.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Mends hose, garments, linens and other cloth articles used in institutions and facilities.
2. Makes pillow slips, sheets, towels, aprons, bibs, curtains and other linen and cloth articles using sewing, cutting and button hole machines.
3. Distributes work to residents or others; instructs them in sewing operations.
4. Keeps work place clean; maintains daily records of materials used.
5. Cleans and oils equipment.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires six months experience in apparel or dry goods patterning, sewing, altering or mending of fabrics.

APPAREL/DRY GOODS SPECIALIST I (Continued)

Knowledges, Skills and Abilities

Requires the ability to read, write, add, subtract, multiply and divide.

Requires working knowledge of textiles, sewing and mending methods.

Requires ability to perform manual tasks consistent with the duties of the class.

Requires ability to instruct others in sewing and mending operations.

Requires ability to cut materials to patterns, sew lines and articles of clothing and prepare records of material used.

Requires ability to apply skills such as cutting and fitting wearing apparel.

Requires skill in the operation and care of electric sewing and cutting machines, electric irons, button hole machines and the hand tools used in sewing and mending.