

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

APPAREL/DRY GOODS SPECIALIST II

POSITION CODE: 01232  
Effective: 2-1-76

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, supervises large scale sewing, altering and mending activities in the maintenance of apparel/dry goods supply and the production of new articles for a unit of a major or entire smaller institution or facility; supervises Apparel/Dry Goods Specialist I and resident helpers; trains residents as part of a rehabilitation program.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises and participates in the making of patterns, cutting of material to patterns and sewing, altering and mending of garments, linens and other cloth articles used in institutions and facilities.
2. Manufactures clothing and other items for unique situations; designs patterns.
3. Estimates needs and places requests for supplies and equipment; determines type of materials appropriate.
4. Instructs and trains residents and others.
5. Takes measurements, fits, alters, relines and repairs uniforms, other uniform accessories and garments to residents and others.
6. Makes drapes, upholsters furniture; makes hospital supplies.
7. Supervises housekeeping care of the place of work and cleaning and oiling of equipment.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

APPAREL/DRY GOODS SPECIALIST II (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires one year journeyman experience in the tailoring trade.

OR

Requires two years of experience in apparel or dry goods patterning, sewing, altering or mending of fabrics.

Knowledges, Skills and Abilities

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

Requires thorough knowledge of textiles, sewing materials and equipment.

Requires thorough knowledge of the operation and care of equipment used in a large institution or facility.

Requires ability to plan, layout and supervise the work of Apparel/Dry Goods Specialist I and others.

Requires ability to train residents in sewing, mending, altering and other work of a production sewing room.

Requires ability to keep material and production records and make reports.

Requires skill in making patterns, cutting materials to patterns and instructing others in such work.