Seamster

**JOB PURPOSE:**

Under general supervision, assembles, pins, and sews fabrics together using needle and thread or sewing machines.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Draws cutting lines on material following patterns, templates, sketches, or blueprints, using chalk, pencil, paint, or other method.

Measures and cuts new covering material, using pattern and measuring and cutting instruments.

Activates and adjusts machine controls to regulate stitching speed and length, dimensions of gathers and tucks, and material or thread tension.

Activates sewing machine to join, gather, hem, reinforce, or decorate materials or fabricated articles, such as linens, drapery, or costumes.

Guides garment or garment parts under machine needle and presser foot to sew parts together.

Sews replacement parts or missing stitches, according to repair tickets.

Selects supplies, such as fasteners and thread, according to specifications or characteristics of fabric.

Attaches tape, trim, or elastic to specified garments or garment parts, according to item specifications.

Observes sewing machine operation to detect defects in stitching or machine malfunction, and notifies supervisor.

Replaces sewing machine parts and performs basic maintenance, such as oiling machine.

Sews materials by hand, using needle and thread.

Irons or presses fabric for sewing.

Performs other tasks as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to do basic computation.

Ability to operate sewing equipment.

Ability to interpret and follow simple oral and written instructions.
Knowledge of materials, methods, and the tools used to perform job duties.

Knowledge and ability to operate and maintain the specific tools and machinery used in the area of expertise.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High School or GED.

**Experience:** One-year experience in related field.

**Required Certifications/Licenses:**

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 30 lbs., fingering, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time indoors. Possible exposure to distraction/uncomfortable noise levels.
Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.