

# JOB DESCRIPTION

Benchmark Job #036

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Ministry: BC Mental Health Society  
Branch: Industrial Services  
Location: Riverview

Working Title:  
Level:  
Classification:

**Tailor**  
Range 15  
Sewing Machine  
Operator

## PRIMARY FUNCTION

To design and manufacture garments and drapes and to instruct and monitor patient workers.

## JOB DUTIES AND TASKS

1. Designs and manufactures garments and furnishings
  - a. measures patients and alters patterns to design custom-made clothing
  - b. creates custom garments for patients with specialized needs
  - c. mends and alters garments and drapes
  - d. measures windows, calculates panels and pleats for drapes and provides information to supervisor regarding price and material estimates
  - e. creates patterns for special projects
  - f. sets up displays for open houses
  - g. makes patterns and designs custom drapes and furnishings
  - h. operates industrial sewing equipment to manufacture garments and furnishings
2. Instructs patient workers
  - a. instructs patient workers in performing sewing room tasks
  - b. reports patients' progress to supervisor
  - c. monitors patient whereabouts during patients' coffee breaks
  - d. ensures patient workers follow safety procedures
3. Performs other related duties
  - a. makes adjustments and performs routine maintenance on sewing equipment such as oiling and cleaning
  - b. assists to maintain inventory records and orders supplies
  - c. assists to estimate cost and amount of materials needed



## REASON FOR CLASSIFICATION

Benchmark Job #036

Job Title: Tailor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Have a practical understanding of tailoring to produce customized patient garments, drapes and accessories in an institution.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to assess special clothing needs of patients and institutional drapery requirements and choose an approach using a combination of accepted tailoring methods and equipment to design and manufacture garments, drapes and furnishings.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information needing an explanation of corrective requirements for sewing duties with patient workers.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to operate industrial sewing equipment and to cut and assemble pattern pieces.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general procedures or instructions, selects alternative course of action to instruct sewing and to design and manufacture draperies and patient garments for patients with specialized needs and use materials to best advantage.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Financial responsibility to complete requisitions to order supplies.</p>	A	5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to maximize use of material in layout and manufacture of garments and drapes.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal instruction and training to patient workers.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to ensure patient workers follow safety procedures.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually and by touch design layout patterns.	C	12
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to occasionally lift and carry heavy bolts of fabric.	D	18
12	<b>SURROUNDINGS</b> Exposure to frequent loud machinery noise and vibration.	C	6
13	<b>HAZARDS</b> Moderate exposure to hazards from frequently operating industrial sewing machines and equipment.	C	6

**Total Points: 503.5**

**Level: Range 15**