

**CLASS TITLE:            GARMENT SHOP SUPERVISOR  
(ADULT CORRECTIONAL INSTITUTIONS)**

**Class Code: 02351300  
Pay Grade: 21A  
EO: G**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Adult Correctional Institutions, to be responsible for the operation of a garment shop manufacturing men's garments and other articles; to instruct and supervise inmates assigned to the shop; and to do related work as required.

**SUPERVISION RECEIVED:** Receives work assignments from a superior with considerable latitude for the use of independent judgment in the application of the practices and techniques of the trade; work is reviewed usually upon completion for satisfactory performance.

**SUPERVISION EXERCISED:** As required, supervises the work of helpers or others assigned to assist in the performance of a work assignment.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Adult Correctional Institutions, to lay out, plan and direct the manufacturing of men's garments, such as shirts, shorts, prison uniforms and other articles, in accordance with the requirements as indicated by the administrative section.

To instruct inmates in the operation of power sewing machines.

To supervise inmates closely for methods used, quality and amount of work performed.

To operate or instruct and supervise inmates in the operation of either circular or straight power knives in cutting materials according to the pattern.

To instruct and supervise inmates in the use of electric flatirons.

To examine finished garments for quality.

To requisition materials and supplies.

To care for sewing, cutting and pressing machines.

To keep records of and make reports on production.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of garment production and tailoring practices and processes; a thorough knowledge of the care and operation of various equipment and machines used in a garment shop; a working knowledge of various grades of cloth; the ability to train and direct subordinates; the ability to lay out and plan work; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: completion of ten school grades; and

Experience: Such as may have been gained through: employment as a garment worker in a garment manufacturing shop or as a tailor.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 26, 1979

Editorial Review: 3/15/03