



Job Description

Title: Sewing Machine Operators
Department: Sewer – 02 / Anchorage Sewers -- 04
Reports To: Work Foreman – Sewers / Anchorage Store Manager
Supervises: Not Applicable
Status: Non- Exempt

GENERAL PURPOSE OF JOB:

Performs a variety of tasks associated with the production and manufacture of various types of products. Position assists in the sewing of box covers, flat covers, towing covers, tarps, panels, portable buildings, winter fronts, fabric structures, and tents; performs repair and reconstruction work on all products sold, and completes general clean up and safety tasks.

JOB TASKS:

1. Produce box covers, flat covers, towing covers, tarps, panels, portable buildings, winter fronts, fabric structures, tents, webbing, and other custom projects using industrial sewing machines.
2. Advanced design and fabrication of complex covers and products.
3. Design, estimate, fabricate, and install commercial fabric products.
4. Perform repair and reconstruction work on a variety of items produced by the Company.
5. Use fabric cutters, fabric welders, leister heat guns, and pneumatic snap setters.
6. Follow patterns and cut material for the production of all items produced.
7. Work off site to evaluate jobs and take measurements for projects.
8. Use the grommet machines to punch brass rings in various products.
9. Set up and take down tents and canopies for quality control inspections.
10. Package goods for shipment or storage.
11. Perform general clean up tasks, including cleaning bathrooms, taking out trash, sweeping work areas, maintaining clean machinery and equipment and basic housekeeping.
12. Restock and organize all inventory items.
13. Fill out time trackers and job cards to allocate the time spent on various projects.
14. Work unsupervised on a regular basis.
15. Perform some customer service tasks when working custom projects, repairs, or when obtaining specifications from a customer about a project.
16. May be necessary to work different shift, including swing shift, night shift, and weekend shifts.
17. All other duties as assigned by the foreman or General Manager.

JOB QUALIFICATIONS:

High school diploma or GED preferred. One year related experience preferred in an industrial setting. Must be at least 18 years of age due to the machinery required for the job. Drivers License preferred, with a clean driving record. Must be able to lift 45 or more pounds without injury. Must be able to read and comprehend simple instructions, short correspondence, and memos; be able to apply common sense understanding to carry out detailed instructions; and to understand safety rules, operating and maintenance manuals, and procedure manuals. Strong math skills, such as the ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, decimals, proportions, percentages, area, circumference, and volume are required. Ability to read a tape measure

Effective Date: July 2007



and some understanding of geometry preferred. Must be adaptable and flexible; have a track record as a team player; detail-oriented, capable of working independently and effectively; self-motivated; and able to meet deadlines. Must have good hand-eye coordination.

PHYSICAL DEMANDS:

The majority of the time spent working will involve sitting and the use of hands to handle projects. Some standing, walking, stooping, kneeling, crouching, crawling, or reaching with your hands and arms is involved. Lifting, pulling, pushing and moving heavy objects (45 pounds or more) occur on a daily basis. These activities include lifting material rolls, packaging items for shipment, setting up portable tents, stocking finished tents and using hand trucks. Job requirement regarding pushing, pulling and lifting include: pushing: the use of upper extremities to press against something with steady force in order to thrust it forward, downward or outward; pulling: using upper extremities to exert force in order to draw, drag, haul or tug objects in sustained motion; lifting: to raise objects from a lower to a higher position, moving objects horizontally from position to position. Position involves substantial repetitive motions of the wrist, hands, fingers or other body parts.

WORK ENVIRONMENT:

The majority of the time spent working will be indoors, around moving mechanical parts. Building is heated and well ventilated. The work space will consist of a desk with a sewing machine. Some time is spent outdoors in possible extreme weather (hot, cold, wet, humid, windy, etc.) when on location evaluating job sites for specifics on a project. There is some exposure to fumes or airborne particles (dust). Rarely, the position could be exposed to chemicals, electric shock or vibration.

TOOLS, EQUIPMENT, MACHINES USED:

Industrial sewing machine, hand cutters, scissors, mainen cutter, grommet machine, power drills, dielectric welders, chalk lines, rulers, mallets, punches, razor knives, hand trucks and automobile.