

Rush-Co

Job Description

Job Title: Sewing Machine Operator

Department: Rush-Co

Reports To: Plant Manager

Classification: Non-Exempt - Hourly

SUMMARY:

Operates sewing machine to join, gather, hem, reinforce, or decorate articles by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Places spool of thread on spindle of machine and draws thread through machine guides, tensions, and eye of needle.
- Inserts bobbin into shuttle and draws thread through slot in shuttle wall, or draws thread through guide and looper eye.
- Presses knee lever, depresses pedal, or moves hand lever to raise presser foot or spread feed cups.
- Positions parts to be joined under presser foot and needle and lowers presser foot.
- Starts, stops, and controls speed of machine with pedal or knee lever.
- Guides parts under needle following edges, seams, guides on machine bed or markings on part.
- Observes stitching to detect defects and notifies supervisor or Sewing Machine Repairer when defects are caused by machine malfunction.
- Selects sewing supplies such as binding, braid, cord, piping, tape, thread, welt, Velcro or rope, according to specifications or color of material.
- Cuts excess thread or material. Oils machine.
- Attendance and dependability are essential job functions, you must report to work on time and accurately complete the daily duties assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Must be able to read a tape measure accurately.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually loud.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____