**Tailor Standard Job Description**

**Classification Title:** Tailor

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 6

**Job Description Summary:**

The Tailor, under general supervision, fits, tailors, and alters uniform items; maintains computerized inventory system and issues and exchanges uniforms and accessories.

**Essential Duties and Responsibilities:**

**40% Uniform Maintenance and Tailoring**

* Issue and exchange uniforms and accessories.
* Fit, tailor, and alter uniform items as needed.
* Repair, apply patches, and create embroidered patterns on uniforms and accessories.
* Operate power sewing machines, automatic hemming machines, and computer-controlled embroidery machines.

**20% Inventory Management**

* Maintain computerized inventory system.
* Maintain inventory, including restocking shelves and keeping associated records.
* Purchase necessary supplies for uniform maintenance and tailoring.

**10% Supervision and Training**

* Supervise assigned student workers and assist in their training.
* Train and supervise employees on sewing machines and uniform maintenance procedures.

**10% Specification Review and Development**

* Review and revise existing uniform specifications as necessary.
* Assist in developing purchase plans for uniform items and communicate with vendors regarding design.
* Design embroidery patterns and make design recommendations for uniforms.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school graduation or equivalent combination of education and experience.
* Seven years in tailoring related field.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of electric sewing, automatic blind stitch and automatic hemming.

 **Machines and Equipment:**

* Computer
* Telephone
* Sewing Machine
* Tailor’s Scissors

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**