SEWING AND LAUNDRY TECHNICIAN

Hiring Wage: $15.50–$15.96/hour; DOE
Status: Full Time with Benefits
Closing Date: Open Until Filled
Application Materials: Apply online at www.adacounty.id.gov/sheriff/careers

GENERAL SUMMARY
Supervises the manufacturing of inmate clothing, shower curtains, aprons, and other durable goods in the Ada County Sewing Program. The Sewing Program produces items for the Ada County Jail and other correctional facilities. Position is located in the Ada County Sheriff’s Office, Jail and Court Services Bureau.

DISTINGUISHING FEATURES
This is routine work involving responsibility for supervising and assisting in the manufacture and cleaning of inmate clothing, bedding and linens.

ESSENTIAL FUNCTIONS
- Performs/supervises work accomplished in the sewing program;
- Oversees/supervises the jail laundry operations;
- Supervises and reviews the work performed by inmates;
- Assigns work, explains work requirements, methods, and procedures;
- Trains and instructs inmates concerning all aspects of the work;
- Resolves conflicts between inmate workers;
- Takes disciplinary action against inmates as necessary;
- Makes recommendations concerning inmates retention in the program;
- Ensures machines work properly and schedules maintenance as needed;
- Ensures detergent machines are full and working properly;
- Ensures laundry is ready for super exchanges;
- Secures and maintains strict accountability over all potentially dangerous sewing instruments;
- Plans, prepares, and fills contracted orders;
- Keeps inventory of sewing equipment and supplies;
- Provides proper storage of inventory; and
- Keeps records and makes reports.

ADDITIONAL FUNCTIONS
- Purchases equipment and supplies adhering to budget requirements; and
- Performs related duties as assigned.

JOB REQUIREMENTS
- Incumbents must be at least 19 years of age;
- High school diploma or equivalent;
• Completion of standard high school/trade school course with instruction in sewing or equivalent combination of education and experience;
• Three years experience in sewing practices on a large scale;
• Knowledge of administrative and supervisory skills necessary to supervise and motivate a staff of inmates;
• Knowledge of the operation of various sewing equipment;
• Knowledge of large order clothing manufacturing;
• Knowledge of sewing practices and procedures;
• Skill in working with culturally diverse populations;
• Ability to understand and follow verbal and written directions in order to complete sewing projects;
• Ability to keep records and make reports;
• Ability to display initiative and exercise good judgment and reliability;
• Ability to use sewing equipment and sharp instruments safely;
• Ability to resolve conflicts between the inmate sewing staff;
• Ability to perform the duties of this position without a direct threat to the safety of the incumbent or others;
• Ability to maintain effective working relationships.
• Ability to establish and maintain effective working relationships with others.

**OTHER REQUIREMENTS**

• Incumbents must appear before an oral board and complete a polygraph and background check prior to entrance on duty;
• This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

• The employee in this class is subject to inside environmental conditions;
• May be required to lift up to 20 lbs;
• Requires repetitive movement of wrists, hands and/or fingers.

**DISCLAIMER**

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.