HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Senior Custom Apparel Machine Operator

Job Code: W0129
Pay Grade: WK
Pay Scale: $23.52-$35.97 Hourly; $48,921.60-$74,817.60 Annually
Exempt: No

OVERVIEW

Perform lead worker duties regarding customization of Sheriff's Office apparel in accordance to set standards and regulations to support overall professional appearance goals. Work cross-functionally to perform various duties, including, but not limited to, garment preparation, sewing, emblem application, embroidery, auditing, sublimation printers, and heat press application.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Guide agency decisions in determining final product by balancing customization options and Sheriff's Office set standards and regulations.
- Assist employees in determining final product by balancing their needs and the Sheriff's Office set standards and regulations.
- Take custom measurements and mark garments for alteration using the proper tools (e.g., tape measure, straight pins).
- Fit, repair, alter, or embellish clothing including, but not limited to, sleeves, backs, sides, collars, waists, buttons, zippers, hooks, various types of patches, seams, taking out hems to lengthen, shortening lengths, adding cuffs, and general repairs.
- Customize apparel utilizing specialized software and equipment including, but not limited to, modifying logos and designs, sublimation printing, embroidering, and pressing.
- Audit finished customized apparel against the order ticket to ensure the order is completed accurately; assist with the work audit of team members as needed.
- Perform routine maintenance on embroidery machines, sewing machines, sublimation printers, heat presses, and other related equipment; enter in work orders to assist with machine maintenance as needed.
- Provide mentorship, training, and overall guidance to team members in relation to apparel customization techniques to promote a high-quality customized apparel standard.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of Sheriff's Office alteration standards and regulations regarding professional appearance.
- Ability to use and maintain proper tools and various machines including sewing, embroidery, sublimation printers, and heat presses.
- Ability to interpret and follow instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to take ownership of a customization with little to no assistance.
- Ability to mentor team members.
- Ability to audit one's own work and the work of others.
- Ability to pay strong attention to detail.

- Ability to work both as part of a team and independently.
- Ability to communicate both orally and in writing.
- Ability to meet deadlines in a timely manner.
- Ability to use a computer and related software.

SKILLS

- Clothing Alterations
- Digitizing
- Embellishments
- Embroidery Machines
- Sewing Machines

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- May stand or sit at a workstation for prolonged periods and ascend/descend ladders as needed.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Five years of experience in apparel customization (e.g., sewing, embroidery, sublimation, heat press).

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations.

Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Five years of sewing experience.
- Experience in altering public safety apparel.
- Experience in a production and/or warehouse environment.
- Experience using apparel customization software.
- Experience using embroidery machines.
- Experience using sublimation equipment.