

# JOB DESCRIPTION

## Benchmark Job #036

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Ministry: BC Mental Health Society  
Branch: Industrial Services  
Location: Riverview

Working Title:  
Level:  
NOC Code:

**Tailor**  
Range 13  
7342

### PRIMARY FUNCTION

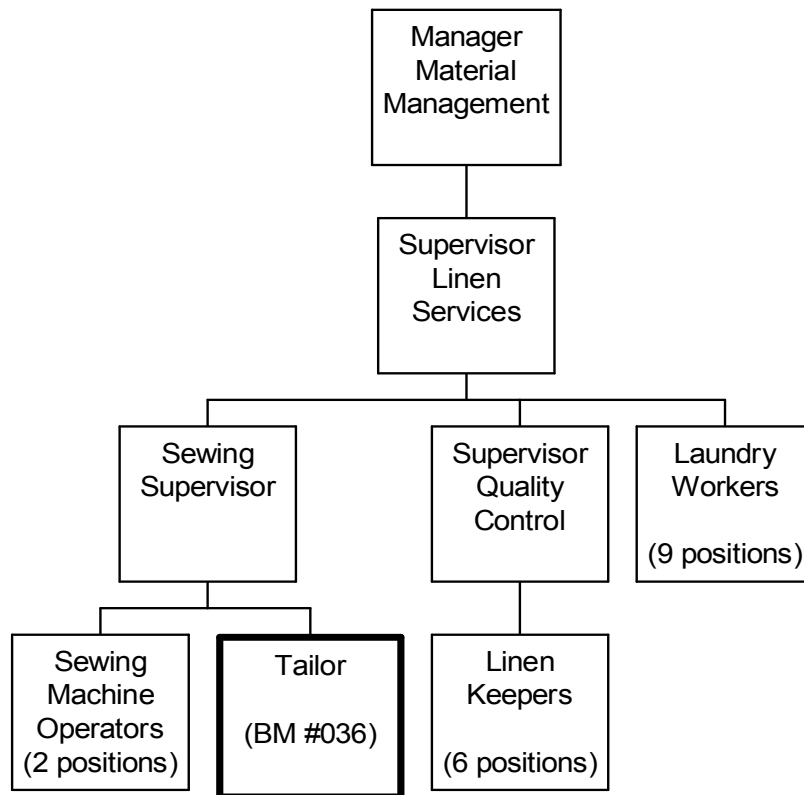
To design and manufacture garments and drapes and to instruct and monitor patient workers.

### JOB DUTIES AND TASKS

1. Designs and manufactures garments and furnishings
  - a. measures patients and alters patterns to design custom-made clothing
  - b. creates custom garments for patients with specialized needs
  - c. mends and alters garments and drapes
  - d. measures windows, calculates panels and pleats for drapes and provides information to supervisor regarding price and material estimates
  - e. creates patterns for special projects
  - f. sets up displays for open houses
  - g. makes patterns and designs custom drapes and furnishings
  - h. operates industrial sewing equipment to manufacture garments and furnishings
2. Instructs patient workers
  - a. instructs patient workers in performing sewing room tasks
  - b. reports patients' progress to supervisor
  - c. monitors patient whereabouts during patients' coffee breaks
  - d. ensures patient workers follow safety procedures
3. Performs other related duties
  - a. makes adjustments and performs routine maintenance on sewing equipment such as oiling and cleaning
  - b. assists to maintain inventory records and orders supplies
  - c. assists to estimate cost and amount of materials needed

ORGANIZATION CHART  
Benchmark Job #036

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## REASON FOR CLASSIFICATION

Benchmark Job #036

Job Title: Tailor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Have a practical understanding of tailoring to produce customized patient garments, drapes and accessories in an institution.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to assess special clothing needs of patients and institutional drapery requirements and choose an approach using a combination of accepted tailoring methods and equipment to design and manufacture garments, drapes and furnishings.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information needing an explanation of corrective requirements for sewing duties with patient workers.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to operate industrial sewing equipment and to cut and assemble pattern pieces.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general procedures or instructions, selects alternative course of action to instruct sewing and to design and manufacture draperies and patient garments for patients with specialized needs and use materials to best advantage.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Financial responsibility to complete requisitions to order supplies.</p>	A	5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to maximize use of material in layout and manufacture of garments and drapes.</p>	C	15

## REASON FOR CLASSIFICATION

Benchmark Job #036

Job Title: Tailor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal instruction and training to patient workers.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to ensure patient workers follow safety procedures.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually and by touch design layout patterns.	C	12
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to occasionally lift and carry heavy bolts of fabric.	D	18
12	<b>SURROUNDINGS</b> Exposure to frequent loud machinery noise and vibration.	C	6
13	<b>HAZARDS</b> Moderate exposure to hazards from frequently operating industrial sewing machines and equipment.	C	6

**Total Points: 503.5**

**Level: Range 13**

# JOB DESCRIPTION

Benchmark Job #416

Ministry: BC Mental Health Society  
Branch: Industrial Services  
Location: Riverview

Working Title:  
Level:  
NOC Code:

**Upholsterer**  
Range 13  
7341

## PRIMARY FUNCTION

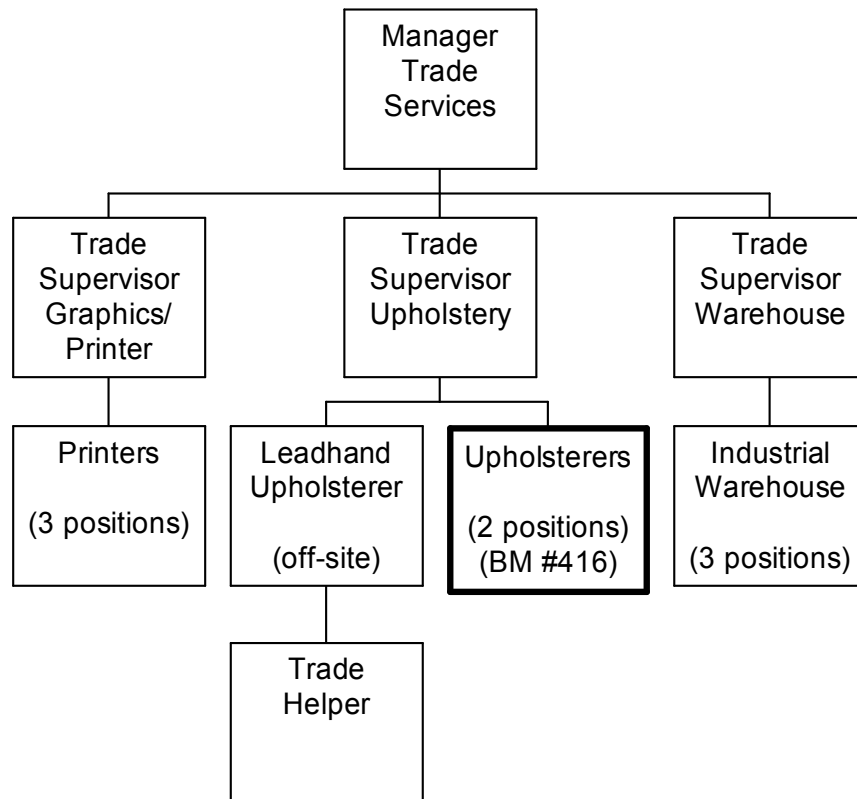
To fabricate, repair and rebuild upholstered furniture and specialized equipment used in an institutional setting.

## JOB DUTIES AND TASKS

1. Repairs and rebuilds upholstered furniture and equipment
  - a. assesses damage and repair requirements and/or determines the appropriate means of rehabilitating worn out or style dated furniture
  - b. determines the repair or upholstery method to use relative to established trade practices
  - c. selects fabric, style and colour with consideration for aesthetics and cost
  - d. operates cutting machines, industrial sewing machines, sergers, air tools, hand tools and related equipment used to complete upholstery jobs
  - e. works on pieces through activities such as cutting, forming, stuffing, compressing, springing, typing, sewing gluing and tacking
  - f. replaces webbing, springs and padding material
  - g. cuts and shapes foam, fabrics, patches and other materials
  - h. repairs wood frames and decorative pieces
2. Designs and fabricates customized orthopedic seats, covers, mattresses, safety belt restraints and related specialized medical and physiotherapy equipment
  - a. discusses equipment needs with care givers and produces preliminary sketches and/or fabricates items from drawings that are provided
  - b. compiles a materials and parts list
  - c. designs and makes patterns
  - d. marks and cuts materials, often from multiple layers
  - e. tests and adjusts final products to ensure compatibility with the end user
3. Performs other related duties
  - a. provides instruction to sewing machine operators and trade helpers
  - b. maintains shop equipment and sharpens cutting tools
  - c. repairs and replaces automotive upholstery in cars and trucks
  - d. maintains and orders inventory
  - e. works around noxious odors from adhesives

ORGANIZATION CHART  
Benchmark Job #416

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# ORGANIZATION CHART

Benchmark Job #416

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Have a practical understanding of the upholstery trade to vary applications in the repair, refurbishment, and maintenance of furniture and equipment to conduct activities such as cutting, forming, stuffing and tacking.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to assess repair and maintenance, requirements and choose an approach using a combination of accepted trade practices to determine the most appropriate method of repairing or refurbishing upholstered furniture and other items.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information needing an explanation of requirements for custom furniture and seating with professional care staff.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to operate equipment for activities such as stitching upholstery.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general procedures and written instructions selects alternative course of action to repair or refurbish furniture or produce custom seating for institutionalized clients.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility required to replace consumable supplies used in repair and maintenance activities.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to assist in performing full maintenance and repair of upholstered furniture and other items.</p>	D	22.5

ORGANIZATION CHART  
Benchmark Job #416

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide instruction to sewing machine operators and trade helpers.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to ensure other workers follow safety procedures.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently to operate hand held tools and equipment.	C	12
11	<b>PHYSICAL EFFORT</b> Heavy physical effort to regularly push, lift or carry heavy weights such as furniture and upholstery supplies.	E	24
12	<b>SURROUNDINGS</b> Exposure almost always to loud machinery noise or vibration.	D	9
13	<b>HAZARDS</b> Moderate exposure to hazards from regularly pushing, pulling and lifting heavy weights such as furniture and materials.	C	6

**Total Points: 530**

**Level: Range 13**

# JOB DESCRIPTION

## Benchmark Job #143

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Ministry: BC Mental Health Society  
Branch: Beauty Parlour  
Location: Riverview Hospital

Working Title:  
Level:  
NOC Code:

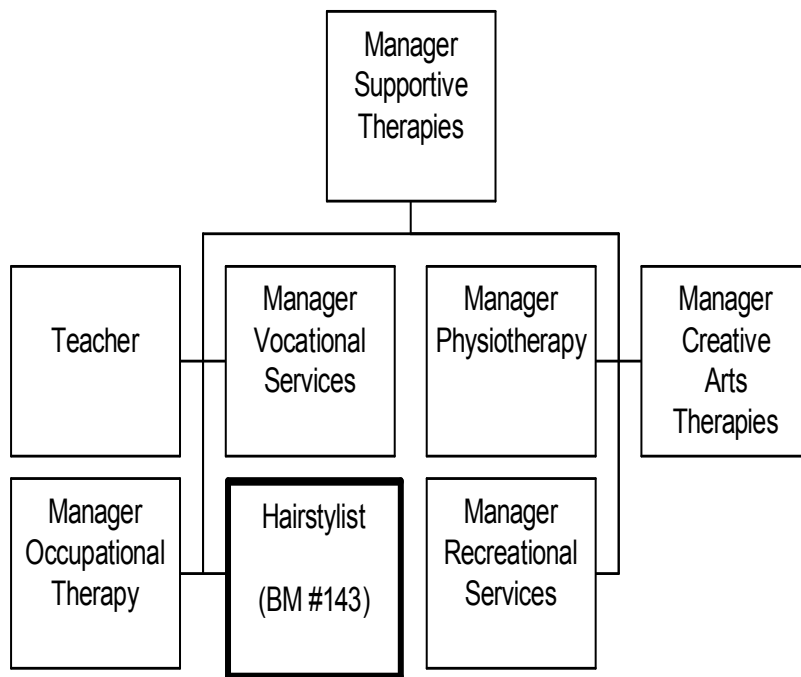
**Hairstylist**  
Range 14  
6271

### PRIMARY FUNCTION

To provide hairgrooming services, manicures and make-up applications for patients in an institution for the mentally ill and direct patient workers.

### JOB DUTIES AND TASKS

1. Provides hairgrooming services, manicures and make-up applications for patients with unpredictable behaviour and directs patient workers
  - a. provides hairgrooming services including shampoos, shaving, setting, combing, hair cuts, perms, conditioning treatments and scalp treatments using tools and equipment, such as curling irons, scissors, razors and hair dryers
  - b. mixes chemicals for hair and scalp treatments
  - c. performs manicures and nail services by cleaning, trimming, conditioning, filing and polishing
  - d. performs make-up applications for patients
  - e. exchanges information with clients and family members to determine client's needs and preferences
  - f. assigns, monitors and examines the work of patient workers who perform shampoo, make-up, manicure and cleaning duties
  - g. explains to patients which hair style would be the most appropriate
  - h. transfers patients from wheelchairs to styling chairs
2. Performs administrative functions
  - a. schedules patient appointments and coordinates services and schedules with wards
  - b. maintains records of services provided
  - c. compiles statistics of services provided and prepares monthly reports
  - d. requests new equipment as required
  - e. orders supplies and signs receipts in supervisors absence
3. Performs other related duties
  - a. maintains clean and hygienic work environment
  - b. attends meetings and training programs as required
  - c. secures inventory of hairgrooming supplies and equipment



# ORGANIZATION CHART

Benchmark Job #143

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>            Have a practical understanding of hairdressing to supply hair grooming services to institutionalized patients, perform manicures and make up applications and direct patient workers in methods of the trade.</p>	F	190
2	<p><b>MENTAL DEMANDS</b>            Judgement to assess individual hairgrooming needs and preferences and choose an approach using a combination of accepted hairgrooming methods and equipment to supply hairgrooming and manicuring services to clients in a psychiatric institute, create hairstyles and direct patient workers in the methods of the trade.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b>            Discretion required to exchange information needing an explanation of appropriateness of hairstyle with psychiatric patients.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>            High level of coordination and dexterity required to perform hairdressing, manicures, make-up application and shaving using delicate touch and precise muscle control.</p>	E	33
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>            Guided by general procedures or instructions, selects alternative course of action to provide hairgrooming, manicure and make up services to psychiatric patients, determine clients needs and preferences based on discussion and any disability patient may have and direct and monitor patient workers.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>            Financial responsibility to order supplies in supervisor's absence and sign receipts.</p>	A	5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>            Some responsibility to use power hand hairgrooming tools which are subject to some damage.</p>	B	10

ORGANIZATION CHART  
Benchmark Job #143

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to assign, monitor and review the work of patient workers (<1 FTE).	CC	13
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Considerable care and attention to provide personal patient care services such as hairgrooming, manicuring and make-up application.	E	40
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense awareness of others to almost always observe unpredictable client behaviour and to respond to involuntary movements while hairgrooming.	D	18
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to almost always stand to provide hairgrooming services.	D	18
12	<b>SURROUNDINGS</b> Exposure to involvement with institutionalized patients almost always.	D	9
13	<b>HAZARDS</b> High level of exposure to hazards from almost always working around institutionalized patients who may react violently.	E	12

**Total Points: 553**

**Level: Range 14**