

SHEET METAL WORKER

KIND OF WORK

Skilled sheet metal work.

NATURE AND PURPOSE

Under general supervision, an employee in this class performs skilled sheet metal work in the fabrication, installation and repair of heating, ventilating and air conditioning duct work, gutter work, ornamental metal work and other sheet metal fittings and fixtures. An employee in this class may train and direct the work of laborers and other lesser-skilled maintenance employees, correctional facility inmates and regional center residents. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Monitors and reports on the work activities of lesser-skilled laborers, other maintenance employees, correctional facility inmates and regional center residents to ensure the timely completion of sheet metal projects by determining the most efficient work procedures and techniques; by instructing others on the appropriate use of equipment and sheet metal techniques; by inspecting the quality of work performed by others; and by reporting hours worked, materials and equipment used.

Reviews drawings, sketches and specifications to understand the scope of the project and to recommend changes by reading the drawings and specifications and discussing them with the supervisor; by drafting new and more complete designs for heating, ventilating and air conditioning duct work and ornamental metal work as necessary; by researching the plans and specifications of previously completed sheet metal work projects; by laying out the final details of the project.

Completes cost estimates for time, labor and materials so that the supervisor can prioritize, budget and schedule the sheet metal work projects by determining the quantity of galvanized and stainless steel, brass, aluminum, etc., and other materials necessary to complete the project; by selecting the best work procedures; by determining the equipment and labor requirements; and by requisitioning the necessary supplies and equipment.

Fabricates, installs and repairs heating, ventilating and air conditioning system duct work to complete skilled sheet metal projects by reading and interpreting shop drawings, sketches and specifications; by selecting the necessary equipment and materials; by following standard practices and procedures of the sheet metal trade; by measuring rooms and areas of the buildings for duct work installation; by cutting and shaping the metal materials according to engineering designs and specifications; by installing fittings for duct work such as transitions and elbows, air control dampers and vents for water heaters and boilers; and by complying with all safety standards and procedures to prevent injuries.

Fabricates, installs and repairs gutter work and ornamental metal work and metal roofs to improve and maintain the physical structure and appearance of state buildings by reading and interpreting sketches and specifications; by selecting the necessary equipment and materials; by measuring and installing gutter work, including scuppers and counter-flashing; by cutting and shaping metal materials for ornamental metal work; by welding galvanized and stainless steel, brass, aluminum, etc., and by complying with all safety standards and procedures to prevent injuries.

Maintains sheet metal hand and power tools to ensure that they are safe and efficient operation by inspecting the equipment daily and weekly; by replacing worn parts; by sharpening blades and edges of hand and power tools; by repairing or arranging for the repair of damaged or broken equipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Plans, shop drawings and specifications sufficient to interpret, draft, modify and follow them to complete sheet metal projects.

Sheet metal practices and techniques sufficient to fabricate, install and repair heating, ventilating and air conditioning duct work, gutter work, ornamental metal work and other sheet metal fittings and fixtures.

Sheet metal equipment safety standards and procedures sufficient to prevent injuries.

Shop math sufficiently to estimate labor and material costs for planned sheet metal projects.

Skill in:

The operation of hand and power sheet metal and sheet metal related tools and equipment sufficient to fabricate, install and repair heating, ventilating and air conditioning duct work, gutter work, ornamental metal work and other sheet metal fittings and fixtures.

Ability to:

Maintain and repair hand and power tools sufficient to ensure their availability and safe operation for sheet metal projects.

Instruct and monitor the sheet metal work of lesser-skilled employees, inmates and residents sufficient to train and direct them during the length of the project.

Maintain sheet metal project records of time and materials sufficient to report daily, weekly and monthly progress of the sheet metal projects.

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Rev.: 11/77
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T.C.:
Former Title(s):