



PERSONNEL COMMISSION

Class Code: 0277
Salary Range: 36 (C2)

SHEET METAL WORKER

JOB SUMMARY

Under general supervision, to lay out, fabricate, assemble, install and repair sheet metal parts and equipment; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Mark layout on sheet metal according to blueprints and specifications utilizing knowledge of working characteristics of metallic and nonmetallic materials. ***E***
- Fabricate, install and repair articles and items such as vents and vent pipes, louvers, exhaust fans, sinks, steel toilet partitions, drain boards, metals lockers and gutters and downspouts. ***E***
- Install and repair lock downs for television sets, video cassette recorders and personal computers. ***E***
- Lay out and install duct systems for heating, ventilating and air conditioning units. ***E***
- Bolt, rivet, or fit parts into units for welding, bolting or soldering or by fastening with metal ties or sheet metal screws. ***E***
- Trim, file, grind and smooth surfaces using handtools and portable power tools. ***E***
- Cut metal with hand shears and various manual and power operated shears. ***E***
- Punch or drill holes for rivets, bolts, and screws and with power punch, center punch or hand and power drill. ***E***
- Advise in the selection, ordering and storing of sheet metal supplies and equipment. ***E***
- Make sketches and estimate the costs of sheet metal work. ***E***
- Direct the work of others assisting with sheet metal repair and installation work. ***E***
- Operate a District's vehicle. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Sheet Metal Worker performs skilled journey-level installation and repair work at District buildings and facilities on a variety of equipment and appliances. In the sheet

metal shop an incumbent lays out and fabricates metal parts and products unitizing a knowledge of metal and related materials and hand and power tools.

EMPLOYMENT STANDARDS

Knowledge of:

Building and fire codes as they apply to sheet metal fabrication and installation.
Materials, tools and procedures used in performing skilled journey-level metal fabrication.
Metal properties including heat convection, electrical conductance and corrosion resistance.
Gauge and type of sheet metal, such as galvanized iron, copper, steel, or aluminum.
Safety practices and procedures required in the fabrication and installation of sheet metal and related parts.
Shop math used for the trade.

Ability to:

Plan, organize, lay out and estimate metal fabrication tasks of all types.
Install, maintain and troubleshoot sheet metal equipment and parts.
Operate and maintain a variety of specialized equipment and hand and power tools.
Work from diagrams, sketches and blueprints.
Prepare and maintain records.
Understand and carry out oral and written instructions.
Direct the activities of other maintenance personnel as needed.
Establish and maintain effective relationships with others.
Operate a vehicle observing legal and defensive driving practices.

Training:

Equivalent to graduation from high school and completion of a recognized apprentice training program of four years duration

OR

Experience:

Five years of journey level experience performing sheet metal work, including layouts.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Indoors and outdoors and in occasional inclement weather; dust, dirt, odors and fumes; tight spaces and under buildings; heights; occasional loud noises.

PHYSICAL DEMANDS

Climbing and descending ladders and working from heights; standing for extended periods of time; walking, stooping, pushing, bending, and kneeling; reaching overhead above shoulders and horizontally for extended periods of time; crawling in attics, tight spaces and under buildings; dexterity of hands and fingers to operate hand and power tools.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.