

SHEET METAL WORK SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
4273	Sheet Metal Worker	14	023	6 mo.	11/27/90
1938	Sheet Metal Sub-Foreman	14	023	6 mo.	11/27/90
1804	Sheet Metal Foreman	14	023	6 mo.	11/27/90

Promotional Line: 105

Series Narrative

Employees in this series perform and/or supervise skilled work in the trade of sheet metal worker.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Sheet Metal Worker

4273

Employees at this level perform skilled work in the trade of sheet metal worker. They work under direct supervision from a designated supervisor.

A Sheet Metal Worker typically--

1. performs duties peculiar to and normally required in the trade of sheet metal worker, following recognized procedures and techniques for such work
2. supervises laborers and other assigned personnel

Level II: Sheet Metal Sub-Foreman

1938

Employees at this level direct and/or lead and assign work to sheet metal workers and other assigned personnel. They work under direct supervision from a designated supervisor.

A Sheet Metal Sub-Foreman typically--

1. assists in and is responsible for the work of sheet metal workers and other assigned personnel
2. approves time cards
3. verifies and approves material requisitioned by employees being supervised
4. assists in the assignment and direction of work
5. acts for supervisor during absences
6. performs duties peculiar to and normally required in the trade of sheet metal worker, following recognized procedures and techniques for such work

7. performs related duties as assigned

Level III: Sheet Metal Foreman**1804**

Employees at this level supervise the work of sheet metal workers and other assigned personnel. They work under general supervision from a designated supervisor.

A Sheet Metal Foreman typically--

1. directs and supervises the work of sheet metal workers and other assigned personnel
2. acts as custodian of tools, equipment, and material used on the job
3. checks time cards and materials
4. performs duties peculiar to and normally required in the trade of sheet metal worker, following recognized procedures and techniques for such work
5. verifies and approves material requisitioned by employees being supervised
6. maintains records
7. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO**Level I: Sheet Metal Worker****4273****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. experience sufficient to qualify as a journeyman sheet metal worker, with a minimum of five years of actual work at the trade, including apprentice or vocational training

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. skill in the use of tools and equipment

Level II: Sheet Metal Sub-Foreman**1938****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. experience sufficient to qualify as a journeyman sheet metal worker, with a minimum of eight years of actual work at the trade, including apprentice or vocational training

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. skill in the use of tools and equipment
2. supervisory ability

Level III: Sheet Metal Foreman

1804

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. experience sufficient to qualify as a journeyman sheet metal worker, with a minimum of ten years of actual work at the trade, including apprentice or vocational training

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. skill in the use of tools and equipment
2. supervisory ability
3. clerical ability