

## SHEET METAL WORKER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
4273	Sheet Metal Worker	14	023	6 mo.	05/01/2022	Revised
1938	Sheet Metal Sub-Foreman	14	023	6 mo.	05/01/2022	Revised
1804	Sheet Metal Foreman	14	023	6 mo.	05/01/2022	Revised

*Promotional Line: 105*

### Series Narrative

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

### DESCRIPTIONS OF LEVELS OF WORK

#### Level I: Sheet Metal Worker **4273**

Employees at this level of the series perform work requiring skill in the trade of sheet metal workers. They work under direct supervision from a designated supervisor.

A(n) Sheet Metal Worker typically:

1. reads work orders or receives instructions from supervisor(s) to determine work requirements;
2. assembles, fabricates, repairs, and installs sheet metal products such as ducts, control boxes, gutters, furnaces, and HVAC systems;
3. prepares, inspects, and maintains equipment and supplies;
4. cleans and maintains work areas and equipment;
5. maintains current knowledge of all relevant regulations, standards, and safety procedures;
6. performs other related duties as assigned.

#### Level II: Sheet Metal Sub-Foreman **1938**

At this level of the series, employees serve as lead workers and/or direct work to assigned personnel. They work under the general direction of higher-level personnel.

A(n)Sheet Metal Sub-Foreman typically:

1. performs duties in the trade of sheet metal work, following recognized procedures and techniques;
2. assists in the assigning, training, direction, and supervision of sheet metal workers and is responsible for the work of sheet metal workers and other assigned personnel;
3. acts as a custodian of tools, equipment, and material used on the job sites, ensuring that the equipment and materials needs are available and maintained;
4. enforces safe working habits, including safe operation and handling of materials and equipment;
5. assists with personnel matters and activities such as evaluating work performance and approving time cards and leave requests;
6. verifies and approves material requisitioned by employees being supervised;
7. performs duties of the lower level;
8. performs other related duties as assigned.

**Level III: Sheet Metal Foreman**

**1804**

At this level of the series, employees plan, coordinate, assign, and/or supervise sheet metal workers and other assigned personnel in the maintenance, fabrication, assembly, installation, and repair of sheet metal products and equipment. They work under the direction of a designated administrator.

A(n) Sheet Metal Foreman typically:

1. supervises, coordinates, and assigns the activities of sheet metal workers in the maintenance, fabrication, assembly, installation, and repair of sheet metal products and equipment;
2. determine project requirements, such as staff requirements, assembly sequences, required methods or materials, and estimates material requirements and order or requisition materials or supplies;
3. confers with managerial or technical personnel, other departments, or contractors to resolve problems or coordinate activities;
4. maintains records of work in progress and work completed; inspects progress of projects to ensure that work is developing according to agreed-upon schedules and/or institutional

standards and conforms with any/all applicable plans, specifications, codes, and or occupational standards;

5. participates in the management of personnel matters and activities such as selection and termination of employees, planning and conducting training programs, evaluating work performance, and approving time and leave requests;
6. issues requisitions work orders and prepare cost estimates as requested while developing and maintaining reports regarding purchases, deliveries, maintenance, and expenditures.
7. performs duties of the lower level;
8. performs other related duties as assigned.

## **MINIMUM ACCEPTABLE QUALIFICATIONS**

### **Level I: Sheet Metal Worker**

**4273**

#### **CREDENTIALS TO BE VERIFIED BY THE PLACEMENT OFFICER**

1. High school diploma or equivalent.
2. A current/valid journeymen card through the Sheet, Metal, Air, Rail, and Transportation International Association Union (SMART) or four (4) years (48 months) of work experience as a sheet metal worker.
3. Based on institutional requirements, a current/valid State of Illinois driver's license for the type of vehicle(s) to be operated.

#### **KNOWLEDGE, SKILLS, AND ABILITIES (KSAS)**

1. Knowledge of materials and methods involved in the sheet metal trade.
2. Knowledge of machines and tools, including designs, repairs, and maintenance.
3. Knowledge and application of relevant policies, procedures, regulations, equipment, and strategies to promote health and safety practices to protect people, data, property, and institutions.
4. Knowledge of basic arithmetic operations and their applications.
5. Ability to perform physical activities that require considerable use of one's arms and legs and moving one's whole body, such as climbing, lifting, balancing, walking, squatting, grabbing, carrying, pushing, pulling, bending, stretching, twisting, reaching and handling of materials in the course of completing work assignments.

6. Ability to communicate information and ideas verbally and in writing so others will understand.
7. Ability to read and interpret blueprints and sketches.

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

1. High school diploma or equivalent.
2. A current/valid journeymen card through the Sheet, Metal, Air, Rail, and Transportation International Association Union (SMART)
3. Four (4) years (48 months) of work experience as a sheet metal worker.
4. Based on institutional requirements, a current/valid State of Illinois driver's license for the type of vehicle(s) to be operated.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAS)**

1. Knowledge of materials, methods, and the tools involved in the construction, materials, and equipment and the skills generally attributed to a Journeyman Sheet Metal Worker.
2. Knowledge and application of relevant policies, procedures, regulations, equipment, and strategies to promote health and safety practices to protect people, data, property, and institutions.
3. Knowledge of principles and processes for providing customer and personal services, meeting quality standards for services.
4. Skill in personnel resource management through motivating, developing, and directing subordinates as they work, identifying the best skillsets for completing the job.
5. Ability to supervise workers; utilize written and oral communication forms while maintaining a good working relationship with personnel and other departments.

**Level III: Sheet Metal Foreman****1804****CREDENTIALS TO BE VERIFIED BY THE PLACEMENT OFFICER**

1. High school diploma or equivalent.
2. A current/valid journeymen card through the Sheet, Metal, Air, Rail, and Transportation International Association Union (SMART)
3. Six (6) years (72 months) experience as a sheet metal worker.

4. Based on institutional requirements, a current/valid State of Illinois driver's license for the type of vehicle(s) to be operated.

#### KNOWLEDGE, SKILLS, AND ABILITIES (KSAS)

1. Knowledge of materials, methods, and the tools involved in the construction, materials, and equipment and the skills generally attributed to a Journeyman Sheet Metal Worker;
2. Knowledge and enforcement of relevant policies, procedures, regulations, strategies, and equipment to promote health and safety practices of protecting people, data, property, and institutions.
3. Skill in personnel resource management through motivating, developing, and directing subordinates as they work, identifying the best skillsets for completing the job.
4. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability to exhibit strong organizational skills and maintain detailed, accurate records.
6. Ability to analyze, organize and prioritize work while meeting multiple deadlines.
7. Ability to create blueprints, sketches, and instructions for workers.
8. Ability to supervise workers; utilize written and oral communication forms while maintaining a good working relationship with personnel and other departments.