

**CLASS SPECIFICATION****04-25-2024****UTILITY SHEET METAL WORKER ASSOCIATE, 3627**

Summary of Duties: A Utility Sheet Metal Worker Associate fabricates, cuts, shapes, alters, assembles, installs and repairs sheet metal articles, equipment, and buildings within the infrastructure of the Department of Water and Power.

Class Characteristics: Utility Sheet Metal Worker Associates are appointed to positions which are designated as temporary training positions in accordance with Section 5.30 of the Rules of the Board of Civil Service Commissioners. As trainees, employment is limited to 48 months, during which time they must successfully complete an intensive specialized course curriculum with a written and practical exam to qualify for promotion to a journey-level position with a six month probationary period.

Utility Sheet Metal Worker Associates may work in hazardous conditions, such as high voltage stations, and in remote locations.

Examples of Duties:

- Lays out, fabricates, assembles, installs, and repairs a variety of articles from sheet steel, galvanized iron, stainless steel, copper, aluminum, and other metals of #10 gauge or less in thickness;
- Fabricates, installs, and repairs roof gutters, downspouts, and flashings;
- Fabricates and installs a variety of air conditioning and ventilating ducts;
- Reads, adjusts, and calibrates pneumatic and electric controls and balances heating and cooling systems;
- Installs insulation on sheet metal heating and air ducts;
- Installs sheet metal jacketing over insulation on boilers and pipes;
- Operates power brakes, shears, rolls, punches, drills and other power machinery;
- Operates crimping, burring, beading and wiring equipment and other machinery and hand tools common to the trade;
- Rivets, solders and spot welds;
- Reads and interprets blueprints and sketches;
- May make emergency purchases of parts;
- May drive a pickup truck with utility body;
- May train sheet metal apprentices and mechanical helpers; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Requirements:

1. One year of full-time paid experience assisting in the performance of metal or mechanical trades; or
2. One year of training in a metal trade at the high school or trade school level.

License:

- A valid California Driver's License is required.

Physical Requirements:

- Strength to perform average lifting up to 70 pounds;
- Arm, hand, and finger dexterity (with both hands) involved in activities such as reaching, handling, and feeling; and
- Good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.