

Summary of Duties: Performs skilled work in layout, fabrication, assembly, installation and repair of a variety of sheet metal parts and equipment including boxes, lockers, cabinets, shelves, table tops, sinks, range hoods, rain gutters, downspouts, flashings, fluid tanks and air conditioning and ventilating ducts; and in the maintenance, installation, adjustment and repair of duct work, filters, blowers and forced-air heating, cooling and ventilating control devices and systems; or, may supervise sheet metal and other journey-level workers and helpers; and does related work.

Distinguishing Features: A Sheet Metal Worker is a journey-level employee who works almost exclusively with sheet metals of #10 gauge or less in thickness. The Sheet Metal Worker may work in a shop or in the field, or both. Assignments are received orally or in the form of brief written orders supplemented by sketches and blueprints. Some Sheet Metal Workers may not receive craft supervision, in which case they exercise considerable independent judgment in the selection of materials and methods. When working in the field, a Sheet Metal Worker may supervise one or more helpers and may be responsible for maintaining an ample supply of tools and materials for a assigned pickup utility truck and for determining a need for, and purchasing parts in cases of emergency repairs. A Sheet Metal Worker may be subject to the hazards of working on ladders, scaffolding, and roofs. Under the supervision of an electrician, a Sheet Metal Worker may work around energized wires and other exposed electrical equipment.

A Sheet Metal Supervisor is a full-time supervisor of a group of Sheet Metal Workers engaged in shop fabrication assembly shop and field repair, maintenance, and installation work. A Sheet Metal Supervisor may, in addition, supervise other journey-level workers engaged in the maintenance and servicing of various types of equipment. A Sheet Metal Supervisor is responsible for the quantity and quality of the work done by subordinates and for planning, coordinating, and scheduling the work of subordinates.

Examples of Duties: Sheet Metal Worker: 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; services and maintains heating and ventilating units; 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; performs gas and arc welding as required; reads and interprets blueprints and sketches; may make emergency purchases of parts; may drive a pickup truck with utility body; and may train sheet metal apprentices and mechanical helpers.

Sheet Metal Supervisor: Plans, lays out, schedules, assigns, supervises, and inspects the work of one or more crews of Sheet Metal Workers, helpers, and other employees; interprets and clarifies instructions, plans, and blueprints; confers with engineers and other employees and recommends changes relating to the construction and installation of sheet metal and related work; supervises the installation of equipment at field locations; coordinates sheet metal work with other crafts through craft supervisors; provides "as-built" sketches; establishes and enforces shop and field safety regulations; makes material and time cost estimates; recommends the purchase of new and retirement of old equipment and other budgeted items; keeps time, material, and other records; prepares activity reports; may recommend, execute, and augment preventive maintenance programs; and may inspect sheet metal work performed by private contractors.

Incumbents in both classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

<u>Knowledges:</u>	<u>Sheet Metal Worker</u>	<u>Sheet Metal Supervisor</u>
Practices, procedures, materials, and methods used in doing sheet metal work;	Good	Good
Operation of power and manually operated brakes, shears, punches, rolls, bending machines, and other power and hand tools common to the trade;	Good	Good
Pattern drafting;	Good	Good
Basic arithmetic and geometry;	Good	Good

Qualifications:

<u>Knowledges:</u>	<u>Sheet Metal Worker</u>	<u>Sheet Metal Supervisor</u>
Function, installation,		

adjustment, maintenance and servicing of heating, cooling and ventilating systems;	Working	Good
Safety measures applicable to sheet metal work; including CAL/OSHA requirements;	Working	Good
Estimating as related to sheet metal work;	Working	Good
Welding practices and procedures;	General	Working
Principles of refrigeration and evaporation air cooling systems;		General
Laws and regulations relating to equal employment opportunity and affirmative action		Working
City of Los Angeles Personnel rules, policies and procedures;		Working
Memoranda of Understanding as they apply to subordinate personnel;		Working

<u>Abilities:</u>	<u>Sheet Metal Worker</u>	<u>Sheet Metal Supervisor</u>
Operate power and hand machinery and tools used in doing sheet metal work;	X	X
Read and interpret blueprints and drawings;	X	X
Follow oral and written directions;	X	X
Pattern drafting	X	X

<u>Abilities:</u>	<u>Sheet Metal Worker</u>	<u>Sheet Metal Supervisor</u>
Make sketches from plans		

and observation;	X	X
Deal tactfully and effectively with subordinates and other employees;	X	X
Coordinate, assign, and supervise a group of Sheet Metal Workers and helpers;		X
Communicate effectively, both orally and in writing;		X
Keep records and make recommendations and reports;		X
Lay out, assign, schedule and supervise Sheet Metal Workers and other journey-level workers engaged in shop fabrication and field repair and installations;		X
Plan and coordinate sheet metal work with other drafts;		X

Completion of a recognized four-year apprenticeship or attainment of journey-level rank as a sheet metal worker in building construction and maintenance, or five years of full-time paid experience as a helper in such sheet metal work is required for Sheet Metal Worker.

Four years of full-time paid experience as a journey level sheet metal worker is required for Sheet Metal Supervisor.

License: Both Classes: A valid California driver's license, and a good driving record may be required.

Physical Requirements: Both Classes: Strength to perform average lifting of 50 pounds and occasionally over 70 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; back and leg coordination involved in activities such as stooping, kneeling, crouching and crawling; arm, hand, and finger dexterity (with both hands) involved in such activities as reaching, handling, and feeling; good eyesight; and good hearing ability.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided 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 the duties and responsibilities of any position shall be.