



Job Title: Sheet Metal Craftsperson

Department: Maintenance
Reports To: Director of Facilities, Maintenance Manager, and HVAC Foreperson
Grade: MT-14
Number of Days: 12 Months
Security Access: None
Current Date: June 23, 2015
Overtime Status: Non-Exempt

Position Summary: The Sheet Metal Craftsperson is expected to provide prompt quality service to every school every day. Provide a variety of tasks necessary to maintain, fabricate, assemble, install, and repair sheet metal equipment products and structures. The employee must also have the ability to work with precise limits and standards of accuracy; perform a variety of duties that may change often. Must be willing to work outside in all types of weather conditions and follow all safety requirements. Must report day-to-day operations to shop foreperson and/or lead-person, report and track material costs and maintain a daily time sheet.

The primary focus for the Sheet Metal Craftsperson is to repair and/or install sheet metal products. This would include repairs, maintain and alter buildings, trailer skirting, guttering and down spouts, HVAC curb adaptors, various types of forms, and miscellaneous fabrications for the facilities as needed.

This job may include working with outside contractors and vendors for new installation and repair of sheet metal and HVAC equipment. This will also include working with other maintenance shops for specialized project work throughout the school district.

Minimum Qualifications:

Education:

- High School Diploma or equivalent.
- Completion from an accredited trade school is preferred.

Specialized Knowledge, Licenses, etc.:

- Current state mechanical journeyman license with sheet metal endorsement
- Thorough understanding of city codes and regulations.
- Extensive knowledge regarding sheet metal fabrication.
- Additional mechanical endorsements preferred (such as gas piping, heating, and AC)

Experience:

- A minimum of 3 years experience working with commercial/industrial applications of sheet metal is preferred.
- Must have working knowledge with blueprints, sketches, and product specifications to determine sequence and methods of fabrication, assembling, and installing sheet metal products.
- Knowledge repair and maintenance of sheet metal products.
- Experience installing new HVAC air ducts with experience related to commercial grade fire dampers, fresh air intakes, and similar equipment.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Work with precise limits and standards of accuracy.
- Perform a variety of duties that may change often.
- Rate information using measurable standards.
- Plan, lay-out, fabricate, assemble, install and repair sheet metal parts, products and equipment.
- Utilize knowledge of working characteristics of metallic and non-metallic materials.
- Machining and lay-out techniques.
- Using hand-tools, power tools, machines, and equipment.
- Read and interpret blueprints, sketches, and products specifications to determine sequence and method of fabrication, assembling, and installing sheet metal products.
- Select gauge and type of sheet metal such as galvanized iron, copper, steel, aluminum, etc. or non-metallic materials such as plastic and fiberglass according to product specifications.
- Coordinate with other shops as needed.
- Keep records of time and material for all jobs.
- Various other tasks as assigned by the Foreman and/or Lead and as needed.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must have and maintain a current Oklahoma driver's license with no restrictions that would preclude driving on the job.
- Ability to use CMMS software.
- Must enforce all MSDS requirements and city/state building codes.
- Ability to complete new installations and make repairs to sheet metal.
- Ability to read and understand blue prints.
- Must be able to work a flexible schedule including evenings and weekends.

Customer Contacts (Internal and External):

- Internal: Director, Supervisors & Forepersons
- External: Site Principals/Administrators and Staff

Supervisory Responsibility:

- Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Inclement weather include extreme temperatures
- Confined working space, tunnels and pipe chases
- Working around hazardous materials, chemicals, or asbestos

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