



Code: 4855

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building Custodial and Operation

Series: Structural Trades

CLASS TITLE: SHEET METAL WORKER

CHARACTERISTICS OF THE CLASS

Under supervision, performs journey level sheet metal work in the fabrication, installation, and repair of sheet metal materials and parts, including heating, ventilation, and air conditioning duct systems and gutters, and performs related duties as required

ESSENTIAL DUTIES

- Reads blueprints, specifications, and work orders to assess work required and to determine installation and repair methods to use
- Fabricate, install, and repair heating, ventilation and air-conditioning duct systems in city facilities
- Ensures adequate supplies of tools, equipment and materials are at work sites to complete jobs
- Makes calculations and uses measuring devices for layout work
- Cuts, bends and shapes out pieces using power and machine tools
- Inspects the accuracy and quality of fabricated parts and makes necessary adjustments to finish products using shears, grinders and buffers
- Fastens pieces of sheet metal including seams and joints with welds, bolts, cement, rivets or other connecting devices to make duct work and other products
- Installs sheet metal parts and products, lifting and setting parts in place, joining them end to end, and making connections with other units
- Drills holes and installs brackets and metal hangers to hang and secure sheet metal parts to ceilings or walls
- Operates specialized equipment including hacksaws, punch and drill presses and welding equipment to fuse, cut, alter and install parts
- Positions assigned to fleet service garages fabricate sheet metal parts for vehicles such as fire trucks, police vehicles and refuse trucks; install, repair, modify and replace parts including Advanced Life Support (ALS) supply boxes, camera brackets, cab steps and doors, and body panels; uses various welding processes including MIG, TIC, Arc and Oxy-acetylene welding
- Prepares work activity reports
- Loads, transports and unloads equipment and supplies as required
- Erects scaffolds to perform sheet metal work above ground level as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Successful completion of a US Department of Labor registered sheet metal apprenticeship training program and journeyman status; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)
- Work performed using scaffolds and ladders

EQUIPMENT

- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel, micrometer)
- Standard tools and equipment of the sheet metal trade (e.g., grinders, punch and drill presses, soldering and welding equipment)

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to operate applicable hand tools, power tools, and equipment
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *equipment, tools, and materials specific to the sheet metal trade
- *applicable safety and code standards specific to the sheet metal trade, including OSHA standards
- *use of safety equipment and protective gear
- * work methods and procedures of the sheet metal trade

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Sheet Metal Worker skilled trade

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

Other skills as required for successful performance in the Sheet Metal Worker skilled trade

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Sheet Metal Worker skilled trade

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Sheet Metal Worker class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: December, 2012