

TENTATIVE

Occ. Code 7120170

TRADES SPECIALIST (SHEET METAL), GRADE 12

New York State Department of Civil Service

Classification Standard

BRIEF DESCRIPTION OF CLASS

Trades Specialists (Sheet Metal) perform journey level sheet metal work and frequently supervise others in the repair and manufacture of articles such as steel tables, laboratory equipment, metal cabinets and air ducts using various types of sheet metal.

DISTINGUISHING CHARACTERISTICS

Trades Specialists (Sheet Metal) design, lay out and fabricate various articles from sheet metal, working with metals such as steel, iron, aluminum and copper and using tools such as shears, brakes, riveters, welders, soldering guns, grinders, and anvils. Trades Specialists (Sheet Metal) manufacture and repair cabinets, tables, laboratory equipment, air ducts, etc. Typically, incumbents are the sole Trades Specialist (Sheet Metal) within a facility and they frequently supervise others in this work including semiskilled and unskilled workers. All positions are in the non-competitive jurisdictional class.

Date: 9/18

RELATED CLASSES

Trades Specialists (Roofing) perform similar activities and tasks described in this standard as well as performing activities and tasks in connection with repair and construction of roofs. Positions of Trades Generalist as skilled workers in a number of trades may perform some of the activities and tasks described in this standard.

Maintenance Assistants and Facility Operations Assistants 1 perform the routine and repetitive tasks of the sheet metal trade and learn practical techniques of the trade under the guidance of a skilled tradesperson. Their tasks include cutting and soldering metal, bending material to specifications and moving materials to work sites.

ILLUSTRATIVE DUTIES

Repairs, manufactures and installs a variety of sheet metal ware such as air ducts, cabinets, and laboratory equipment.

- Determines the gauge and type metal necessary and dimensions of article to be made according to specifications, plans or descriptions and instructions.

- May requisition material from storehouse.
- Marks dimensions and reference lines on metal.
- Uses shears, brakes and bending rolls to cut, bend and straighten sheet metal.
- Shapes metals over anvils, blocks or forms using hammer.
- Solders, welds or rivets metal together to form desired articles.
- Smooths seams, joints and burred surfaces using files, portable grinders or buffers.
- Inspects completed articles for conformance with instructions, plans or diagrams.

INDEPENDENCE OF OPERATION

Trades Specialists (Sheet Metal) are supervised by higher level building trades positions such as Trades Supervisor (Plumber & Steamfitter) or Maintenance Supervisors. Generally work priorities are prescribed, material is furnished, the nature or extent of work to be performed is given and detailed plans, diagrams and specifications provided. However, in the absence of such direction

incumbents set priorities, requisition material, determine work to be performed and lay out work as required. The work of Trades Specialists (Sheet Metal) is periodically inspected by the supervisor but the incumbents are expected to work with considerable independence that is typical of the craftsworker.

COMMUNICATION

The nature of a Trades Specialist's (Sheet Metal) activities generally restricts relationships to other employees within the maintenance department of a facility. On occasion, incumbents may be expected to orally communicate with the administrators or others on the facility staff to obtain specifications and descriptions of articles to be manufactured and to provide reasons why work is being accomplished in the manner selected.

Where a Trades Specialist (Sheet Metal) directs and supervises a maintenance staff in the performance of sheet metal work, incumbents have frequent oral and written communications assigning work and providing instructions. Communications with the general public are not typical of this class.

The activities of this class are basically thing oriented and communication with others is not a classification factor.

SUPERVISION EXERCISED

Trades Specialists (Sheet Metal) frequently supervise a staff of subordinate maintenance employees making assignments, giving instructions and observing and inspecting work performed to ensure that instructions have been followed and that the quality of work is satisfactory.

MINIMUM QUALIFICATIONS

Non-competitive: four years of full time experience under a skilled journey level sheet metal worker which would provide training equivalent to that given in an apprenticeship program. Apprentice training in the sheet metal trade or training gained by the completion of technical courses in sheet metal work at a school, institute or a branch of the Armed Services may be substituted on a year-for-year basis.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.