

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

SHEET METAL WORKER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future skilled trade positions located within state government. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification is to be used exclusively for positions performing the full range of journey level sheet metal work for a majority of the time.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the definition of confidential, professional or supervisor as defined in s. 111.81 (7) and (13) and (19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that perform semi-skilled trades work for a majority of the time such as Facilities Repair Worker or Facilities Mechanic. Semi-skilled trades work means the repair or replacement of existing equipment or building components with equipment or components of the same kind and does not alter or affect the performance of any building system, structure, exterior walls, roof or exits.
3. All other positions that are more appropriately identified by other classification specifications.

- D. Entrance Into This Classification
Employees enter positions in this classification through competition.

II. DEFINITIONS

SHEET METAL WORKER

This is journey level sheet metal work. Employees perform sheet metal work at the journeyman level of skill under general supervision. Positions fabricate, assemble, install, and repair sheet metal products and equipment such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; inspecting, assembling and smoothing seams and joints of burred surfaces. Sheet metal work is performed at the journey level of skill, normally on a full time basis; however, other related duties may also be assigned as necessary. Positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are responsible for performing any combination of the following duties:

- Determine project requirements, including scope, assembly sequence, and required methods and materials, according to blueprints, drawings, and written or verbal instructions.
- Drill and punch holes in metal, for screws, bolts and rivets.
- Fasten seams and joints together with welds, bolts, cement, rivets, solder, caulks, metal drive clips, and bonds in order to assemble components into products or to repair sheet metal items.
- Finish parts, using hacksaws, and hand, rotary, or squaring shears.
- Inspect individual parts, assemblies, and installations for conformance to specifications and building codes, using measuring instruments such as tape measures and rulers.
- Install assemblies, such as flashing, pipes, tubes, heating and air conditioning ducts, exhaust ducts, furnace casings, rain gutters, and down spouts, in supportive frameworks.
- Lay out, measure, and mark dimensions and reference lines on materials, such as roofing panels, according to drawings or templates, using calculators, scribes, dividers, squares, and rulers.
- Select gauges and types of sheet metal or non-metallic materials, according to product specifications.
- Shape metal material over anvils, blocks, or other forms, using hand tools.
- Trim, file, grind, deburr, buff, and smooth surfaces, seams, and joints of assembled parts, using hand tools and portable pneumatic power tools.
- Select materials and design and develop patterns.
- Lay out materials in accordance with blue prints, patterns, plans or measurements.
- Center punch materials to be cut and formed.
- Cut material and sheets with hand snips, square shears or other cutting tools and machines.
- Form material on stakes, brakes and other forming equipment and machines including computer operated brakes, shears, plasma machine, and other cutting machines.

- Weld and assemble such items as hangers, brackets or reinforcements and fit them into units for erection. Install hangers, assemble brackets and supports for duct work, fans and equipment.
- Punch or drill holes for rivets, bolts and screws.
- Erect scaffolding and hoisting equipment.
- Erect and fasten material specified.
- Weld and grind or file seams, joints and rough surfaces to a smooth finish.
- Weld, cut and finish stainless steel from drawings and install end product.
- Service and maintain VAV (Variable Air Volume), mixing boxes and dampers that regulate building and exhaust air.
- Air balance buildings and areas according to blueprints and specifications.
- Direct and instruct apprentices, helpers and other assistants in the trade.
- Keep records and make reports.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Sheet metal worker: Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Workforce Development as a sheet metal worker. Formal recognition of status by the appropriate international or local trade organization or some type of similar formal validation of journey status may also be accepted. Persons having informal training and experience equivalent to the formal apprenticeship and journey status may also be accepted upon submission of documented proof of such training and experience. Such evidence may include letters or statements from past customers/clients and/or employers.

IV. ADMINISTRATIVE INFORMATION

This classification was created in the 1970s. The specification was modified effective May 14, 2006 and announced in Bulletin OSER-0093-MRS/SC in order to convert the specification to the format used in 2006, provide more specific work examples, reinforce the requirements of the skilled trades and better distinguish the work of the skilled trades from that of the semi-skilled trades (such as Facilities Repair Worker, Facilities Mechanic, etc.).

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