



## University System of Maryland Job Class Specification

**TITLE: SHEET METAL WORKER**  
**FLSA: NONEXEMPT**  
**EEO6: H60**  
**IPEDS-SOC: T-472211**

**JOB CODE: N09SHU**  
**JOB TYPE: SYSTEMWIDE**  
**JOB FAMILY/SERIES: PHP MNT**

**APPROVED BY:**  
**Chancellor Donald N. Langenberg**

**EFFECTIVE DATE: 07/01/96**

### **JOB SUMMARY**

Under general supervision, performs sheet metal work at the journey level. Creates a variety of sheet metal fabrications; installs, maintains and repairs sheet metal items.

### **PRIMARY DUTIES**

1. Plans, lays out, fabricates, assembles, installs and repairs sheet metal parts, equipment and products, utilizing knowledge of working characteristics of metallic and non-metallic materials, machining and layout techniques.
2. Cuts and bends sheet metal for duct work fabrications and installations; removes old installations and duct work, creates and installs replacements.
3. Rivets, solders, braises, and welds sheet metals made of copper, steel, aluminum, brass, fiberglass and other materials.
4. Reads, interprets, and works from blueprints, sketches and specifications; determines sequence and methods of fabricating, assembling and installing sheet metal products.
5. Selects gauge and type of sheet metal, such as galvanized iron, copper, steel, aluminum, plastics and/or fiberglass according to product specifications.
6. Prepares estimates of time, labor and materials. Prepares reports reflecting daily operations and project status.
7. Operates and maintains tools and equipment of the sheet metal trade. Cleans work area upon completion of project.
8. Provides guidance and training in the sheet metal work to other maintenance personnel. May have lead responsibility for special projects.
9. Operates standard equipment including drilling, cutting,

## **N09SHU - SYSTEMWIDE - SHEET METAL WORKER**

Page 2

soldering, grinding and welding machines and electric hand tools.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

### **MINIMUM QUALIFICATIONS**

EDUCATION:

EXPERIENCE: Four years progressively responsible experience in the sheet metal trade.

OTHER:

### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Comprehensive knowledge of and skill in the methods and techniques of the sheet metal trade; of the properties of metals, metal alloys and other materials used in sheet metal work. Thorough knowledge of and skill in basic mathematics including area, volume, weights, and the practical application of fractions, percentages, ratios, and proportions; of OSHA regulations related to the sheet metal trade. Skill in the use and maintenance of the tools and equipment of the sheet metal trade; in braising, welding, glueing, and soldering and in measuring, cutting, and installing sheet metal and related materials. Ability to read, interpret, and work from blueprints, drawings, engineering specifications, and samples; to prepare summaries and reports; to communicate effectively and follow directions; to work in, on, around, over and under fixed equipment and machinery; to work from ladders and scaffolding; to manipulate heavy equipment, tools, and supplies and/or exert force up to 70 lbs.; to concurrently manipulate multiple controls on equipment and machinery; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

### **CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be required to be trained to work with asbestos.

