

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Sheet Metal

SERIES NO.:

5227

MAJOR AGENCIES:

Rehabilitation & Correction

EFFECTIVE DATE:

06/30/2013

SERIES PURPOSE:

The purpose of the sheet metal occupation is to design/redesign, fabricate, modify, repair, assemble & install sheet metal &/or structured steel/heavy metal parts, components, items & assemblies.

At the lower level, incumbents perform skilled work in fabricating, modifying, installing & repairing sheet metal equipment & fixtures.

At the higher level, incumbents serve as lead workers (i. e., provide work direction & training) over lower-level sheet metal workers, other trades helpers &/or inmates & perform skilled work in fabricating, modifying, repairing & installing more complex sheet metal &/or structured steel/heavy metal parts, components, items & assemblies.

Note: this series may be used within agency/institution &/or community setting.

CLASS TITLE

Sheet Metal Worker 1

CLASS NUMBER

52271

PAY RANGE

07

EFFECTIVE

06/30/2013

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of & skill in sheet metal trade in order to fabricate, modify, repair, assemble & install sheet metal equipment & fixtures (e.g., tanks, boxes, pans, kitchen equipment, ductwork, office equipment, garbage cans, gutters, downspouts & flashings).

CLASS TITLE

Sheet Metal Worker 2

CLASS NUMBER

52272

PAY RANGE

08

EFFECTIVE

06/30/2013

CLASS CONCEPT:

The advanced level class works under general supervision & requires thorough knowledge of & skill in sheet metal trade in order to act as lead worker (i.e. provide work direction & training) over lower-level sheet metal workers, other trades helpers, &/or inmates & design/redesign, fabricate, modify, repair & install more complex sheet metal &/or structured steel/heavy metal parts, components, items & assemblies (e.g., security & storage areas; fire escapes; cell doors; grates, security gates, bars; cell beds).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Sheet Metal Worker 1	52271	06	06/30/2013	07

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Fabricates, modifies, installs & repairs sheet metal equipment & fixtures (e.g., tanks, boxes, pans, kitchen equipment, ductwork, office equipment & garbage cans) & installs metal security fixtures for appliances.

Operates welding equipment & cuts sheet metal to join parts & to fabricate, repair & install metal equipment.

Repairs & installs roofs, gutters, downspouts & flashings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of sheet metal trade; safety procedures; welding; fractions & percentages. Skill in sheet metal work & welding. Ability to read, copy & record figures & read short sentences with concrete vocabulary; stand, walk & bend continuously; lift up to 100 lbs. repeatedly; move limbs/fingers easily to perform manual functions repeatedly; move whole body in continuous or heavy labor.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. verifiable exp. in sheet metal work under supervision of experienced sheet metal worker; formal education in arithmetic that includes fractions & percentages & in reading & writing common English vocabulary.

-or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to dirt, heat exceeding 90 degrees °F & temperatures lower than 40 degrees °F, loud noise, human, animal or toxic waste, confined work areas & unpleasant weather conditions; may work on scaffolding or extension ladder.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Sheet Metal Worker 2	52272	06	06/30/2013	08

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as lead worker (e.g., provides work direction & training) over lower-level sheet metal workers, other trades helpers, &/or inmates in fabricating sheet metal &/or structured steel/heavy metal & participates in repairing roofs, gutters, downspouts & flashings, fabricates metal products (e.g., pans; ductwork; kitchen equipment; cans; boxes; tanks) & inspects completed work, welds metals & installs metal security fixtures for electrical appliances & furniture.

Designs/redesigns, fabricates, modifies, installs & repairs more complex sheet metal &/or structures steel/heavy metal parts, components, items & assemblies (e.g., security & storage areas; fire escapes; cell doors; grates, security gates, bars; cell beds).

Plans & evaluates jobs; estimates time, cost & materials needed for work orders; lays out patterns & cuts, bends, welds, burns & fabricates various metal parts.

Maintains inventory of stock & requisitions needed materials, equipment & supplies; prepares & maintains required records & reports (e.g., broken tools; shop security; work completed daily; inmate evaluations) manually &/or electronically through operating personal computer & using office systems software.

Assists other building maintenance/trades crews as assigned; maintains & cleans equipment & tools; attends required agency/institution training; maintains qualifications in unarmed self-defense when employed in adult correctional facility.

MAJOR WORKER CHARACTERISTICS:

Knowledge of sheet metal trade; mechanical drawing; safety procedures; welding; employee training & development*; institution security policies*; inventory control*; fractions & percentages. Skill in sheet metal work & welding; operation of personal computer & using office systems software*; use of various sheet metal & welding equipment & tools. Ability to read, copy & record figures; read short sentences with concrete vocabulary; read & interpret blueprints/mechanical drawings; stand, walk & bend continuously; lift up to 100 lbs. repeatedly; move limbs/fingers easily to perform manual functions repeatedly; move whole body in continuous or heavy labor.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. verifiable exp. in sheet metal work under supervision of experienced sheet metal worker; formal education in arithmetic that includes fractions & percentages & in reading & writing common English vocabulary.

-Or 6 mos. exp. as Sheet Metal Worker 1, 52271.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to dirt, heat exceeding 90 degrees °F & temperatures lower than 40 degrees °F, loud noise, human, animal or toxic waste, confined work area & unpleasant weather conditions; may work on scaffolding or extension ladder.