

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Lead Sheetmetal Worker	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	052 OSS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Lead and participate in the work of journey level sheetmetal workers; plan, estimate, and schedule sheetmetal work on school facilities.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Work with and lead a crew in the manufacture, repair, and installation of metal ductwork, hoods, flashings, etc., equipment, and facilities. **E**

Perform or instruct craftsmen in performing the more difficult or skilled sheetmetal work. **E**

Direct journey level employees and helpers and inspect completed work. **E**

Make periodic surveys to determine or verify needed alterations, replacements, or repairs. **E**

Inspect completed contract work for adherence to plans and specifications and for compliance with applicable building codes. **E**

Prepare layouts or sketches and estimate material and labor costs. **E**

Keep time and cost records and make reports. **E**

Schedule and coordinate work with that of other shops or crafts and with school personnel. **E**

Enforce safety regulations. **E**

Order and maintain stock and replacement parts, materials, and tools. **E**

May make cost estimates of work to be performed by other skilled trades shop personnel.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, or experience equivalent to completion of a recognized sheetmetal apprentice program and two years of recent, full-time, paid, journey level sheet metal work experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.
Possession of hand tools common to the trade.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Materials, tools, and methods common to the sheetmetal trade.
Appropriate safety regulations and applicable laws and codes.
Reading and writing English communication skills.

ABILITY TO:

Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read blueprints, plans, and specifications.
Estimate material and labor requirements.
Direct the work of others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or outdoor setting; working with tools and equipment.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting heavy objects.