

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5458

SHEET METAL MECHANIC SUPERVISOR

Abolished 9/15/06

DEFINITION

Supervise journey sheet metal mechanics and other tradesworkers performing maintenance and alterations on campus buildings, grounds, equipment, and facilities.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished by the requirement for supervising journey sheet metal mechanic leads and related trades workers in building maintenance and repair involving sheet metal fabrication. This is the first-level, full-time sheet metal supervisor involved in buildings and facilities work.

TYPICAL WORK

Plan, lay out, direct, and inspect the work of journeymen and/or sheet metal leads engaged in fabrication, installation, and maintenance of downspouts, gutters, laboratory sinks, ventilators, duct work and research apparatus and general buildings and facilities maintenance involving sheet metal skills; supervise laborers and/or utility maintenance workers on project or in shop;

Read plans, blueprints, sketches to determine the scope of work, the materials needed, and their cost and availability; periodically inspect work progress to ensure compliance with local construction codes;

Assist in the development of the departmental budget;

Select, train, and evaluate employees; participate in employee discipline;

Order materials and maintain an adequate inventory of required materials to carry on shop and maintenance sheet metal work;

Develop and conduct preventative maintenance programs on buildings, facilities, and equipment;

Enforce safety rules and regulations;

Maintain records on work performed; write reports as required;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Two years' full-time experience as a journey sheet metal mechanic, or equivalent trade skill, including one year, full-time experience as a sheet metal mechanic lead or equivalent. Possession of a valid motor vehicle operator's license may be required.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Examination Requirements:

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 1-03-73
Revise Title: 10-12-73
Revise Code: 12-14-73
Revise MQ: 7-2-90