

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Sheetmetal Worker

**JOB CODE :** 032003, 037003

**DATE PREPARED :** July 17, 1992

**Revised:** December 13, 1993

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**SUMMARY STATEMENT**

The incumbent fabricates, assembles, installs, and repairs sheetmetal products and equipment on the basis of knowledge of system operation and study of building plans or working drawings; may work with aluminum, galvanized steel, stainless steel, or other sheetmetal stock.

**DIMENSIONS**

The incumbent reports to a Sheetmetal Foreman or general foreman and has no supervisory responsibility.

**NATURE AND SCOPE**

1. Fabricates, assembles, installs, and repairs sheetmetal products and equipment such as control boxes, drainpipes, and heat and ventilation ducts (HVAC systems) according to plans and specifications;
2. Performs work in accordance with drawings, sketches, specifications, codes and standards; installs assemblies at work sites according to blueprint specifications using measuring instruments such as calipers, scales, and micrometers;
3. Selects gauge and type of sheetmetal and lays out and marks dimension and reference lines on sheetmetal;
4. Sets up and operates fabricating machines such as shears, brakes, bending rolls, and punch and drill presses to cut, bend, and straighten sheetmetal; may use preset jigs for cutting metal; shapes metal on anvil, blocks, or forms using hammer or other sheetmetal tools;
5. Screws, rivets, bolts, crimps, or lock-forms metal parts together and assembles same using power tools and hand tools;
6. Sometimes cuts and installs sheets of stainless steel metal on interior walls and installs siding and roofing on metal buildings;
7. Assembles metal structures (desks, shelves, or lockers) according to plans and specifications;
8. Occasionally performs light welding and asbestos abatement projects;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking throughout shift on all types of surfaces, uneven terrain, in shop and outdoors for short distances up to one to two miles/shift, depending on assignment;
2. Occasional sitting while performing shop tasks or administrative duties;

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3. Frequent lifting/carrying tools, equipment, materials, and metal stock, 1 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of heavy metal stock, welding cylinders, etc.;
4. Frequent pushing/pulling using both hands/arms while performing installation, fabrication, assembly, and construction and working with heavier materials, exerting up to 75 pounds of force;
5. Frequent climbing/balancing on stairs, ladders, and scaffolding while performing maintenance and construction on roofs or ductwork;
6. Frequent-to-constant bending/twisting at waist/knees/neck throughout shift while performing fabrication and installation;
7. Frequent kneeling/crouching/crawling, depending on task assigned, while performing duties at or near ground level; frequent working in awkward positions and cramped spaces;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using tools and equipment to assemble, fabricate, and shape metal parts/structures; extended overhead reaching while working with tools may be required, depending on assignment;
9. Constant use of sight abilities while operating equipment and tools and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range;
10. Frequent use of speech/hearing abilities in communicating with coworkers, customers, and supervisors; constant use of hearing abilities while working around equipment to maintain safe work environment;
11. May be required to work in awkward positions and/or confined spaces, depending on project.

### Mental

1. Constant mental alertness, attention to detail, and accuracy required in fabricating and assembling sheetmetal parts and structures according to specifications and in maintaining a safe work environment;
2. Must be able to plan/organize work, problem-solve, and work independently without constant supervision in order to complete all assignments in a timely manner;
3. Must possess good mechanical aptitude and spatial reasoning abilities in order to develop procedures/determine best method to accomplish desired results;
4. Must possess good mathematical skills including fractions, decimals, basic algebra, and trigonometry in order to make necessary calculations;
5. Must be able to read and understand technical information, manuals, Material Safety Data Sheets, work orders, blueprints, and diagrams;
6. Must be able to deal with pressure of multiple priorities, frequent interruptions, required deadlines, and time constraints;
7. Must be able to read/write/speak English.

### WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed indoors in sheetmetal working shop or outdoors under all types of conditions including elevations up to 6,700 feet, underground in tunnels or mines, and at heights such as drilling rigs and other structures. At times, this position requires work around sound levels in excess of 80 dBa, moving machinery, and damp, dusty environments.

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**Tools & Equipment Used:** Forklift, crane, hoist, hand and power tools, welding equipment, all types of sheetmetal measuring and testing equipment, power brakes, shears, cutting/forming tools, bending rollers, notchers, punch and drill presses, jigs, anvil, blocks, and hammers; safety equipment including gloves, hard hat, safety shoes, apron, rain gear, safety glasses, hearing protection, and respirator when required.

### **REQUIRED TRAINING AND WORK EXPERIENCE**

Four years of experience as a sheetmetal worker or completion of a recognized apprenticeship program.

### **OTHER SPECIAL QUALIFICATIONS**

Valid driver's license required. May be required to be fitted with respirator.