

# position description

## J Journeyman Sheet Metal Worker

**Service Unit, Department or School:** Facilities and Environmental Services; Facility Maintenance Services

**Group:** Trades  
**Job Code No.:** 000269

**Title of Immediate Supervisor:** Supervisor, Maintenance Projects

**Supervisor Job Code No.:**  
000695

### purpose

The purpose of the Sheet Metal Mechanic is to design, fabricate, assemble, install, and repair the heating, ventilation and air conditioning systems (HVAC) within the Calgary Board of Education. In addition, the Sheet Metal Mechanic may fabricate sheet metal products such as brackets, shelving and supports in the support of other tradesmen.

### accountability

This position is accountable for:

- Maintaining a productive balance between quality and quantity of work in an efficient and timely manner while demonstrating adaptability to changes in work priorities;
- Effectively prioritizing work and solving associated problems in a collaborative manner;
- Communicating effectively;
- Demonstrating teamwork to contribute towards and maintain positive work relationships; and
- Performing all duties in accordance with CBE and legislative safety practices and procedures at all times to ensure their own safety and the safety of team members, staff and students.

### major responsibilities

- Lays out, measures and marks dimensions and reference lines on sheet metal according to drawings or templates, uses hand and power shears and snips and light metal-working equipment to perform work installs and repairs sheet metal products and ensures installations conform to specifications and building codes; and supplies, installs, services, balances and repairs air handling equipment, furnaces, fans and air terminal devices.
- Identifies work priorities and schedules work in consultation with the Foreman/ Sub-Foreman.
- Inspects equipment and determines necessary repairs and expedites procurement of parts and materials relating to sheet metal work.
- Makes recommendations to the Foreman/ Sub-Foreman for future Infrastructure Maintenance Program upgrades.



- Analyses temperature and pressure levels and other instrument readings to ensure safe and efficient operation of mechanical equipment.
- Utilizes drawings and/or specifications, site visit measurements, material quantity take-offs, known labor rates and other information available, to produce accurate estimates for work covered in this trade.
- Performs routine and preventive maintenance functions on ventilation systems and sheet metal related work.
- Completes work orders as assigned.
- Assists the Foreman/ Sub-Foreman in determining stock levels and types of materials related to sheet metal work to be procured.
- Assists in the design and inspections of new schools and modernizations as required.
- Adequately stocks vehicle when service vehicle is assigned. Maintains cleanliness and basic service checks.
- Instruct/ assist the Facility Operators in building operation concerning matters and repairs relating to HVAC and sheet metal work.
- Works collaboratively with all other trades in the repair and service of heating, ventilation and air conditioning systems.
- May assume duties of Foreman/ Sub-Foreman as required.
- Performs other related responsibilities as assigned.

## qualifications

### Education and Experience

- Must possess a Journeyman certificate as a Sheet Metal Worker.
- Knowledge of plumbing, steam, gas, and pneumatic and direct digital control systems are assets.
- Knowledge and understanding of environmental air quality (EAQ) issues is desirable.
- Willingness to upgrade and remain current with practices and trends in these areas.
- Must be physically fit and able to lift heavy materials, kneel and bend to work, and work in inclement weather over a scheduled shift.

### Demonstrated Skills and Competencies

- Well-developed communication skills, both written and verbal, and the ability to effectively maintain records.
- Must be self-motivated and demonstrate the ability to work independently and without continuous supervision.
- Must be able to contribute towards a team environment and have good organizational and time management skills.
- Must be customer focused and skilled at maintaining and enhancing delivery of service.
- Personal suitability.

**Note:** Must possess a Class 5 driver's license and provide a driver's abstract. Must provide own vehicle and hand tools as per applicable collective agreement. May be required to work overtime.

