

DUTIES DESCRIPTION RECORD

DEPARTMENT TITLE	APPRENTICE SHEET METAL WORKER	DDR	93-83717
CLASS CODE	3789	CLASS TITLE	APPRENTICE METAL TRADES

Summary Duties

Works as a trainee under close supervision assisting one or more journey level sheet metal workers using hand and power operated brakes, punches, rolls, nibblers, grinders, spot welders and miscellaneous tools to fabricate, assemble and install a variety of items constructed of sheet metal; performs semiskilled sheet metal work independently including manual tasks as assigned; received on-the-job and approved classroom instruction in the sheet metal trade to acquire sufficient proficiency in all phases to qualify as a journey level sheet metal worker and to pass the civil service examination for the class; and performs related duties.

Illustrative Duties

Works as a trainee with, and assists one or more journey level sheet metal workers in the laying out, fabricating, cutting, shaping, assembling, installing and repairing of articles constructed of sheet metal such as tool and equipment boxes, cabinets, shelving, lockers, instrument cases, drawers, compartments, ducts, conveyor pipe and fittings and metal guards; works with light gauge ferrous and nonferrous metals, aluminum and brass up to and including No. 10. U.S. standard gauge; assists in building bench and wall-type switch, meter, control and relay boards and instrument panels; assists in and learns the proper method using hand and power operated forming equipment such as shears, brakes, grinders and spot welders.

As a trainee, performs work ranging from manual, repetitive tasks to major assemblies and fabrications; cleans and sweeps shop, loads materials and supplies and performs other manual tasks; receives on-the-job and classroom instruction in an approved school to acquire proficiency in the sheet metal trade and to pass the civil service examination for the class of sheet metal worker.