Sheet Metal Mechanic

JOB PURPOSE

Plans, lays out, fabricates, assembles, installs, and repairs sheet metal components. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; inspecting, assembling, and smoothing seams and joints of burred surfaces.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Drills and punches holes in metal, for screws, bolts, and rivets.

Fastens seams and joints together with welds, bolts, cements, rivets, solders, caulks, metal drive clips, and bonds in order to assemble components into products or to repair sheet metal items.

Finishes parts, using hacksaws, and hand, rotary, or squaring shears.

Inspects individual parts, assemblies, and installations for conformance to specifications and building codes, using measuring instruments such as calipers, scales, and micrometers.

Selects gauges and types of sheet metal or non-metallic material, according to product specifications.

Shapes metal material over anvils, blocks, or other forms, using hand tools.

Trims, files, grinds, deburres, buffs, and smoothes surfaces, seams, and joints of assembled parts, using hand tools and portable power tools.

Installs door hinges, panic bars, thresholds, motorized projector screens and mounts, and toilet partitions.

Maintains kitchen equipment, roof gutters, and overhead doors.

Installs and repairs roofing and flashing materials.

Installs assemblies, including heating and air conditioning ducts and air handlers; balance air flow. Repairs and cleans air handlers as needed. Repairs air handler coils.

Welds metal repairs on mobile or stationary equipment.

Performs other general building maintenance as needed.
Participates in the training of apprentices and/or other workers as needed.

Drives vehicle as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of and ability to use materials, methods/principles and tools specific to the needs of the Sheet Metal Mechanic trade.

Knowledge of applicable building codes, regulations or ordinances.

Ability to work in safe and efficient manner.

Ability to use a computer.

Ability to read and interpret drawings, blueprints and/or schematics.

**MINIMUM REQUIREMENTS**

**Education:** High school diploma or GED.

**Experience:** Certificate in relevant DOL apprenticed trade OR five years verifiable journey level experience.

**Licenses:** Valid driver’s license with ability to be insured by Indiana University. May be required to acquire and maintain a material-specific abatement certification, supervisor certification or other required certifications.

**PHYSICAL REQUIREMENTS**

Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS**

Equal amounts of time may be spent indoors and outdoors with possible exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distracting/uncomfortable noise levels, and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this
A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.