

**City of New York**  
**DEPT OF CITYWIDE ADMIN SVCS**  
**Job Vacancy Notice was JVN 868/2009/001548**

<b>Civil Service Title:</b> Sheet Metal Worker	<b>Level:</b>
<b>Title Code No:</b> 92340	<b>Salary:</b> \$341.04/Per Day
<b>Office Title:</b> Sheet Metal Worker	<b>Work location:</b> 390 Kent Avenue, Brooklyn, New York
<b>Division/Work Unit:</b> DFMC	<b>Number of Positions:</b> 1

**Hours/Shift:** Day

**Job Description**

The Department of Citywide Administrative Services (DCAS) seeks to hire a Sheet Metal Worker to work within the Division of Facilities Management and Construction (DFMC). The qualified candidate's responsibilities will include, but not be limited to:

Under supervision, will fabricate, erect, and repair sheet metal structures such as ducts, metal ceilings, tanks, storm louvers, roofs, etc  
Lays out, cuts, shapes, forms, rivets, spot welds, solders and sweats tin copper, brass and all forms of sheet metal  
Develops patterns and templates in fabricating complex shapes and forms  
Repairs metal ceilings, roofs, leaders, gutters, etc  
Does simple rigging in making these repairs  
Supervises assigned personnel  
Keeps work records

**Qualification Requirements**

- Five years of full-time, paid experience acquired within the last 15 years as a sheet metal worker; or
- Three years of such experience acquired within the last 10 years plus sufficient helper or apprentice experience, or relevant education acquired in an approved trade or vocational high school to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for each year of helper or apprenticeship experience or relevant education.

License Requirements:

Candidates will be required to possess a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

**New York City residency required within 90 days of appointment.**

**Essential Skills**

\*Special consideration will be given to candidates who have welding experience.

**To Apply:**

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: [hrjobs@dcas.nyc.gov](mailto:hrjobs@dcas.nyc.gov)

**The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/001548.** Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator  
DCAS/Human Resources Office  
1 Centre Street, 17th Floor North  
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

**Post Date:** 11/24/2009

**Post Until:** 02/24/2010

**JVN:** 868-2010-001548

**The City of New York is an Equal Opportunity Employer.**