

SUPERVISOR SHEET METAL WORKER (NY HELPS PROGRAM)

General Statements of Duties and Responsibilities

Under general supervision, supervises, directs, and inspects the work of sheet metal workers. Performs related work.

Examples of Typical Tasks

Lays out work and makes job assignments.

Makes written estimates of job requirements.

Supervises sheet metal workers in laying out, cutting, shaping, forming, riveting, soldering and sweating tin, copper, brass, and all kinds of thin sheet metal.

Develops patterns and templates.

Supervises the repair of metal ceilings, roofs, lockers, tanks, windows, skylights, leaders, ducts and gutters.

Requisitions material and equipment.

Keeps records and prepares reports.

Supervises the observation of adequate safety precautions.

Qualification Requirements

One year of permanent service in the title of Sheet Metal Worker.

License Requirement:

For appointment to certain agencies, eligibles must possess a motor vehicle driver's license valid in the State of New York, at the time of appointment. This license must be maintained for the duration of employment.

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(continued)

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Supervisor Metal Sheet Worker (92343)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.