

UW HEALTH JOB DESCRIPTION

LEAD SHEET METAL WORKER

Job Code: 410047	FLSA Status: Non-Exempt	Mgt. Approval: W. Abbott	Date: 8.2018
Department: Maintenance & Engineering Services		HR Approval: K. Sawyer	Date: 8.2018

JOB SUMMARY

The nature of the services provided by this position may affect UW Health Patients, Visitors, Employees and departments. A wide variety of both internal and external relationships are involved in carrying out the duties of this position.

This position performs lead sheet metal duties over other sheet metal workers, under the supervision of the Mechanical Trades Supervisor for Maintenance & Engineering Services at UW Health.

Maintenance & Engineering Services is committed to the highest standard of Customer Relations principles. Team members will serve as role models by practicing exemplary behaviors when working with patients, visitors and fellow staff members. The Hospital and Clinic operations environment requires quicker than normal response to system and equipment failures. The hours worked often require emergency response, frequently without immediate direct assistance from supervisor.

MAJOR RESPONSIBILITIES

Lead Duties

- Day to day lead for apprentices, assigned Sheetmetal workers, and contractors.
- Meet regularly with supervisor to provide updated information on jobs in progress, scheduled work, and backlog.
- Report daily any manpower deficiencies.
- Estimate: materials, labor costs, etc. as requested/required by Maintenance & Engineering, UW Health and/or its occupants.
- Order materials, tools, etc.
- Arrange for pick-up or delivery of materials, tools, etc.
- Direct work of apprentices, staff or contractors.
- Insure that all necessary forms, permits, precautions, etc. are fulfilled prior to the start of projects.
- Communicate to staff the work to be done, suggest means or methods for timely completion of work.
- Provide technical support for staff.
- Follow progress of jobs to insure reasonable labor and material costs are maintained.
- Coordinate work in conjunction with other trades, maintenance staff, and occupants of service area.
- Receive and enter work orders into computer system.
- Respond to customer calls, report to supervisor problems.
- Review daily productivity by craft workers to insure completeness and accuracy.
- Attend meetings as requested by assigned Supervisor.
- May participate in scheduled Emergency On-Call duties.

Layout of sheet metal projects

- Read blueprints.
- Measure materials for project.
- Design and layout work in shop or on job.
- Equipment and shop upkeep.
- Organize materials.

Fabrication and installation of sheet metal work.

- Fabrication of sheet metal duct work and fittings for HVAC systems and exhaust systems.
- Assembling and installing of heating and ventilating work on the job.
- Fabrication and installation of all work listed on plans as architectural sheet metal.
 - I.e. gutters, metal roofs, copper flashing, tin decks, gravel-stop, coping, etc.
- Make minor roof repairs.
- Fabricate and repair all types of hospital and clinical equipment.
- Perform welding on all types of metals using proper procedures, to include: mig and tig-arc-gas
 - Welding, as well as soldering and brazing.
- Perform Preventative maintenance on AHU units – Return Fans, Exhaust Fans and Hoods.
- Perform work on Building Automation System.

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- Maintain room pressure relationships and knowledge of applicable codes.

Air Balance and Testing

- Knowledge of air balancing and testing.
- Knowledge of air balance hood and calibration.
- Complete air balance report.

Air filtration

- Understand, Test and install HEPA systems.
- Understand and install fume filtration systems. (carbon)
- Perform preventive maintenance of such systems and keep records.

Understand and create reports, policies and recordkeeping

- Understand the Policies & Procedures of the Maintenance & Engineering as well as those of UW Health.
- Understand and create preventive maintenance and repair work reports to include material, Computer Maintenance Management System, etc.
- Understand policies for and create reports for material and equipment stocking and repairs.
- Understand policies and procedures for work order and attendance timekeeping.

Other duties

- May participate in the 24/7 emergency call back rotation.
- Other Duties as assigned

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or GED. Five year sheet metal apprenticeship
	Preferred	
Work Experience	Minimum	Three years of sheet metal service work experience and construction / installation of mechanical systems at Journeyman level
	Preferred	Five years' experience with Sheetmetal work in a Hospital setting at a Journeyman level.
Licenses & Certifications	Minimum	Journeyman Certificate in Sheet Metal.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Valid Driver's License. • Knowledge of all methods, procedures, practices and tools of the sheet metal trade. • Knowledge of Air Balancing procedures • Welding skills to include but not limited to, mig, tig and stick welding. • Ability to read and interpret blueprints, schematics and diagrams. • Possession of good customer service skills. • Proficient with Microsoft Office Applications.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

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PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
X	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:		Must be able to bend, squat, kneel, work at heights from ladders/scaffolding/ lifts/ swing stages.		

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.