AUBURN
Human Resources

Tech I, Sheet Metal

Job Description

JOB INFORMATION

Job Code	ND24
Job Description Title	Tech I, Sheet Metal
Pay Grade	ST10
Range Minimum	$39,430
33rd %	$44,680
Range Midpoint	$47,310
67th %	$49,940
Range Maximum	$55,200
Exemption Status	Non-Exempt
Approved Date:	11/11/2026 4:15:36 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	HVAC

JOB SUMMARY

Responsible for fabricating and installing sheet metal and other metal projects for University HVAC, roof, drainage, and mechanical systems and equipment.

RESPONSIBILITIES

- Fabricates, and installs sheet metal for roof, drainage, and other systems in buildings throughout campus. Fabricates and installs ductwork for heating and cooling systems.
- Takes measurements for materials, quantities, and sizes as part of projects and work orders.
- Fabricates metal components for a variety of items such as plates, grates, brackets, gutters, downspouts, and collector heads. Metals include, but are not limited to, galvanized sheet metal, copper sheet metal, diamond plates, roof flashing, and various gauges of metal and sheet metal.
- Assists on a variety of equipment to bend, break, and solder metal. Safely operates, under supervision, hydraulic and manual metal brake, digital hydraulic sheer, flagler, roller, s-lock form, and iron worker.
- May assist with welding of different metals and materials.
- Maintains responsibility for personal safety and the safety of others by following established safety procedures, using required personal protective equipment, identifying and reporting unsafe conditions, and completing required safety training.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma	and	1 year of	Experience in construction, metal working, mechanical systems, or related experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge of air and water movement and HVAC systems	
Basic knowledge of sheet metal fabrication, metalworking methods, materials, tools, equipment, and safe work practices.	
Ability to fabricate, install, and assist with repair of sheet metal components used in HVAC, roofing, drainage, and mechanical systems.	
Ability to measure, cut, bend, form, solder, assemble, and install sheet metal and related metal components under supervision.	
Ability to safely operate hand tools, power tools, and sheet metal fabrication equipment.	
Ability to read and follow work orders, basic drawings, measurements, field conditions, and verbal instructions.	
Ability to adhere to all safe work practices, PPE requirements, and shop safety standards.	
Ability to learn and progress in the sheet metal/fabrication field.	
Ability to utilize and learn technology systems, software applications, computers, tablets, and mobile devices to receive assignments, document work activities, access information, and communicate effectively in support of assigned duties.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting				X		
Lifting				X		50-100lbs
Climbing					X	
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.