AUBURN
Human Resources

Tech II, Sheet Metal

Job Description

JOB INFORMATION

Job Code	ND25
Job Description Title	Tech II, Sheet Metal
Pay Grade	ST12
Range Minimum	$43,740
33rd %	$51,030
Range Midpoint	$54,670
67th %	$58,320
Range Maximum	$65,610
Exemption Status	Non-Exempt
Approved Date:	11/11/2026 4:16:40 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	HVAC

JOB SUMMARY

Performs skilled sheet metal fabrication, installation, repair, design, and maintenance for University HVAC, roofing, drainage, architectural metal, and mechanical systems and equipment across campus.

RESPONSIBILITIES

- Inspects, repairs, maintains, and modifies sheet metal components and related systems, including but not limited to: ductwork, flashing, gutters, downspouts, collector heads, drainage components, guards, covers, and other fabricated metal assemblies.
- Designs, fabricates, and installs sheet metal for roof, drainage, and other systems in buildings throughout campus. Fabricates and installs ductwork for heating and cooling systems.
- Inspects project sites, takes measurements, and orders needed materials necessary for project completion.
- 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.
- Operates a variety of equipment to bend, break, and solder metal. Safely operates hydraulic and manual metal brake, digital hydraulic sheer, flagler, roller, s-lock form, and iron worker.
- May perform welding of different metals and materials.
- Training, education, and certification requirements for career progression within this job family are governed by the Auburn University Facilities Management Policy: Training, Education, and Certification Requirements for Trades Personnel.
- 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	4 years of	Experience in construction, metal working, mechanical systems, or related experience. At least 3 years' experience in sheet metal fabrication and installation.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Sound knowledge of air and water movement and HVAC systems.	
Sound knowledge of the adhesion and installation of various metal systems (including knowledge about pop rivets, bent metal, screws, and soldering).	
General understanding of the layout and installation of ductwork.	
Knowledge of sheet metal layout, measurement, pattern development, cutting, forming, fastening, soldering, and installation methods.	
Ability to interpret written, verbal, and visual information necessary to complete assigned work.	
Preferred: knowledge of welding practices and techniques.	
Ability to safely operate tools and related shop equipment.	
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	Any 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.