



SULLIVAN MECHANICAL CONTRACTORS, INC.
Job Description

Sheet Metal Superintendent

Date: August 10, 2022
Department: Sheet Metal
Job Reports To: Project Manager

Job Summary

Perform tasks involving physical labor at construction projects. May operate a variety of hand and power tools. Manage an entire job with multiple mechanic/helper crews working under them.

Major Responsibilities/Activities (*List in order of importance the essential functions of the job*)

1. Read and understand blueprints, specs, and codes
2. Determine starting point from blueprints
3. Take field measurements and communicate what is required with crews, General Contractor, Shop (Fabrication) Department, and Project Manager as needed
4. Must have the ability to supervise and productively work at least 5 employees or crews
5. Rig and hoist all types of equipment
6. Track and report employee's hours worked to the payroll department on a weekly basis
7. Must be able to coordinate daily schedules with Project Manager
8. Attend weekly sub contractor meetings as required

Minimum Requirements (*Include education, experience, special skills and licenses or certifications required.*)

Must have minimum tools as listed below

Must be able to read a tape measure

Must have good communication skills – both verbal and written

Must be able to follow instructions

Responsible for placing tools in gang box at end of each work day

Must be able to safely operate all power tools

Must know all Sheetmetal terminology

Essential Mental Functions

Must have a positive attitude

Must be dependable

Must be responsible

Essential Physical Functions

Must be able to climb ladder and work from heights

Must be able to lift up to 50 lbs.

Safety Equipment Required

Gloves*

Safety Glasses*

Hard Hat*

Safety Vest*

* Supplied by Sullivan

Tools Required

Tape Measure

Screw Driver

6" Adjustable Wrench

Utility Knife

Tool Pouch

Sheet Metal Hammer

Right-hand Snips

Left-hand Snips

Bull Dog Snips

Tongs

Torpedo Level

¼"; 7/16"; 9/16" Sockets

Ratchet

Vice Grips

Channel Locks

Whitney Punch

Pop Rivet gun

2' Level

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.



SULLIVAN MECHANICAL CONTRACTORS, INC.

Job Description

Sheet Metal 1st Class Mechanic

Date: August 10, 2022
Department: Sheet Metal
Job Reports To: Job Superintendent

Job Summary

Perform tasks involving physical labor at construction projects. May operate a variety of hand and power tools. Manage a specified number of helpers and tools.

Major Responsibilities/Activities (*List in order of importance the essential functions of the job*)

1. Read Drawings, pick out duct routes and get material ready to install.
2. Determine what specific mechanical equipment installs at each noted locations and prepare for installation of same
3. Have ability to install all types of duct and mechanical equipment
4. Must have the ability to supervise and work at least 3 helpers
5. Field Measuring and communicating with Superintendent of Sheet Metal Shop
6. Must be able to properly store job materials
7. Drill and punch holes in metal, for screws, bolts, and rivets
8. Fasten seams and joints together with screws, bolts, rivets, caulks and metal drive clips in order to assemble components into products or to repair sheet metal items
9. Fabricate or alter parts at construction sites, using shears, hammers, punches, and drills
10. Trim, file, grind, deburr, buff, and smooth surfaces, seams, and joints of assembled parts, using hand tools and portable power tools
11. Maintain equipment, making repairs and modifications when necessary
12. Install hangers on floor joists and from the ceiling slab for overhead installation
13. Keep work areas clean of debris

Minimum Requirements (*Include education, experience, special skills and licenses or certifications required.*)

High School Diploma Graduates (preferred but not required)

Must have minimum tools as listed below

Must be able to read a tape measure

Must be able to follow instructions

Must be able to install all types of ductwork

Must be able to safely operate duct jacks, man lifts, and all power tools

Must know all sheet metal terminology

Responsible for placing tools in gang box at end of each work day

Essential Mental Functions

Must have a positive attitude
Must be dependable
Must be able to follow directions

Essential Physical Functions

Must be able to climb ladder and work from heights
Must be able to lift up to 50 lbs.

Safety Equipment Required

Gloves*

Safety Glasses*

Hard Hat*

Safety Vest*

* Supplied by Sullivan

Tools Required

Tape Measure

Screw Driver

6" Adjustable Wrench

Utility Knife

Tool Pouch

Sheet Metal Hammer

Right-hand Snips

Left-hand Snips

Bull Dog Snips

Tongs

Torpedo Level

¼"; 7/16"; 9/16" Sockets

Ratchet

Vice Grips

Channel Locks

Whitney Punch

Pop Rivet gun

2' Level

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.



SULLIVAN MECHANICAL CONTRACTORS, INC.

Job Description

Sheet Metal 2nd Class Mechanic

Date: August 10, 2022
Department: Sheet Metal
Job Reports To: Job Superintendent

Job Summary

Perform tasks involving physical labor at construction projects. May operate a variety of hand and power tools. Manage a specified number of helpers and tools.

Major Responsibilities/Activities (*List in order of importance the essential functions of the job*)

1. Read Drawings, pick out duct routes and get material ready to install.
2. Determine what specific mechanical equipment installs at each noted locations and prepare for installation of same
3. Have ability to install all types of duct and mechanical equipment.
4. Must have the ability to supervise and work at least 1 helper.
5. Field Measuring and communicating with Superintendent or Sheet Metal Shop
6. Must be able to properly store job materials.
7. Drill and punch holes in metal, for screws, bolts, and rivets.
8. Fasten seams and joints together with screws, bolts, rivets, caulks and metal drive clips in order to assemble components into products or to repair sheet metal items.
9. Fabricate or alter parts at construction sites, using shears, hammers, punches, and drills.
10. Trim, file, grind, deburr, buff, and smooth surfaces, seams, and joints of assembled parts, using hand tools and portable power tools.
11. Maintain equipment, making repairs and modifications when necessary.
12. Install hangers on floor joists and from the ceiling slab for overhead installation.
13. Keep work areas clean of debris

Minimum Requirements (*Include education, experience, special skills and licenses or certifications required.*)

High School Diploma Graduates (preferred but not required)

Must have minimum tools as listed below

Must be able to read a tape measure

Must be able to follow instructions

Responsible for placing tools in gang box at end of each work day

Must be able to safely operate duct jacks, man lifts, and all power tools

Must know all sheet metal terminology

Essential Mental Functions

Must have a positive attitude

Must be dependable

Must be able to follow directions

Essential Physical Functions

Must be able to climb ladder and work from heights

Must be able to lift up to 50 lbs.

Safety Equipment Required

Gloves*

Safety Glasses*

Hard Hat*

Safety Vest*

* Supplied by Sullivan

Tools Required

Tape Measure

Screw Driver

6" Adjustable Wrench

Utility Knife

Tool Pouch

Sheet Metal Hammer

Right-hand Snips

Left-hand Snips

Bull Dog Snips

Tongs

Torpedo Level

¼"; 7/16"; 9/16" Sockets

Ratchet

Vice Grips

Channel Locks

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.



**SULLIVAN MECHANICAL CONTRACTORS,
INC.**

Job Description

Sheet Metal 1st Class Helper

Date: August 10, 2022
Department: Sheet Metal
Job Reports To: Job Superintendent / Sheet Metal Mechanic

Job Summary

Perform tasks involving physical labor at construction projects. May operate a variety of hand and power tools. Keep work areas clean/organized condition. May assist other craft workers as assigned.

Major Responsibilities/Activities (*List in order of importance the essential functions of the job*)

1. Install assemblies, such as flashing, pipes, tubes, heating and air conditioning ducts, furnace casings, rain gutters, and down spouts, in supportive frameworks
2. Drill and punch holes in metal, for screws, bolts, and rivets
3. Fasten seams and joints together with bolts, rivets, caulks, metal drive clips, and bonds in order to assemble components into products or to repair sheet metal items
4. Fabricate or alter parts at construction sites, using shears, hammers, punches, and drills
5. Trim, file, grind, deburr, buff, and smooth surfaces, seams, and joints of assembled parts, using hand tools and portable power tools
6. Maintain equipment, making repairs and modifications when necessary
7. Cut openings in structures to accommodate ducts and fittings, using hand and power tools
8. Install hangers on floor joists and from the ceiling slab for overhead installation
9. Read sketches, pick out duct lines, and get ready to hang from sketch
10. Must be able to determine what equipment goes in each noted location and locate equipment to that space
11. Keep work areas clean of debris

Minimum Requirements (*Include education, experience, special skills and licenses or certifications required.*)

High School Diploma Graduates (preferred but not required)

Must have minimum tools as listed below

Must be able to read a tape measure

Must be able to follow directions

Responsible for placing tools in gang box at the end of each workday

Must be able to safely operate duct jacks, man lifts, and all power tools

Must know all sheet metal terminology

Essential Mental Functions

Must have a positive attitude

Must be dependable

Must be able to follow directions

Essential Physical Functions

Must be able to climb ladder and work from heights

Must be able to lift up to 50 lbs.

Safety Equipment Required

Gloves*

Safety Glasses*

Hard Hat*

Safety Vest*

* Supplied by Sullivan

Tools Required

Tape Measure

Screw Driver

6" Adjustable Wrench

Utility Knife

Tool Pouch

Sheet Metal Hammer

Right-hand Snips

Left-hand Snips

Bull Dog Snips

Tongs

Torpedo Level

¼"; 7/16"; 9/16" Sockets

Ratchet

Vice Grips

Channel Locks

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.



SULLIVAN MECHANICAL CONTRACTORS, INC.
Job Description

Sheet Metal 2nd Class Helper

Date: August 10, 2022
Department: Sheet Metal
Job Reports To: Job Superintendent / Sheet Metal Mechanic

Job Summary

Perform tasks involving physical labor at construction projects. May operate a variety of hand and power tools. May clean and prepare sites, clean up rubble and debris and remove waste materials. May assist other craft workers as assigned.

Major Responsibilities/Activities (*List in order of importance the essential functions of the job*)

1. Install assemblies, such as flashing, heating and air conditioning ducts, furnace casings, in supportive frameworks
2. Drill and punch holes in metal, for screws, bolts, and rivets
3. Fasten seams and joints together with bolts, rivets, caulks, metal drive clips, and screws to assemble components into products, equipment, and sheet metal materials
4. Fabricate or alter parts of the ductwork mechanical system using shears, hammers, punches, and drills.
5. Trim, file, grind, deburr, buff, and smooth surfaces, seams, and joints of assembled parts, using hand tools and portable power tools
6. Cut openings in structures to accommodate ducts and fittings, using hand and power tools.
7. Install hangers on floor joists and from the ceiling slab for overhead installation
8. Keep work area clean of debris

Minimum Requirements (*Include education, experience, special skills and licenses or certifications required.*)

High School Diploma Graduates (preferred but not required)

Must have minimum tools as listed below

Must be able to read a tape measure

Essential Mental Functions

Must have a positive attitude

Must be dependable

Essential Physical Functions

Must be able to climb ladder and work from heights

Must be able to lift up to 50 lbs.

Tools Required

Tape Measure

Screw Driver

6" Adjustable Wrench

Safety Equipment Required

Gloves*

Safety Glasses*

Hard Hat*

Safety Vest*

* Supplied by Sullivan

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.