

Job Description

Title: Commercial Sheet Metal Mechanic

Department: Production

Reports to: Leadman / Forman / Superintendent

Supports: Field / Sales / Warehouse

Job Type: Full-time – Hourly

Positions under direct supervision: Assistant / Apprentice

Job Summary

The sheet metal mechanic works from sketches, blueprints, or verbal instructions necessary to make metal roofing products, and then installs a wide variety of metal roofs, wall panels, metal roof flashing, and flat roof flashings made from sheets of galvanized steel, aluminum, copper, stainless steel, pre-painted metals and other materials. They apply shop mathematics to lay out the work to be performed. A sheet metal mechanic uses hand or power-operated tools such as shears, breaks (for bending), punch forming presses, and rolling and crimping machines to cut, bend, and shape the metal. They use drills, screw guns, pop rivet tools, and soldiering irons for forming and sealing details. They roll form and install all styles of metal roof panels, wall panels, fabricate and install perimeter metal edges, counter flashing, wall flashing, drip edges, vents, cowls, gutters, downspouts and conductor heads for all types of flat and slope roofs for commercial and residential buildings. These mechanics make a very wide variety of metal fittings and equipment for the construction industry. This position requires wide variety of knowledge of installing and maintaining all types of metal, sloped and flat roofs.

The sheet metal mechanic must assist and support the Foreman and or Leadman with job planning, job production, and detailing. A roofing sheet metal mechanic is responsible for working as part of a team to complete roofing related metal roofing, metal walls, roof maintenance, flashing and all detail work. He must do his part for inspecting projects for safety, follow proper specifications, quality installation, cleanliness and workmanship. He must train field personnel that assist him in the installation of all types of metal roofing, roofing, roof maintenance and roofing related sheet metal materials. This position is for the New Orleans area location out of our St. Rose, Louisiana office. Our area of operations could routinely fall within the following parishes: Orleans, Jefferson, St. Charles, St. John, St. James, Ascension, Livingston, St Tammany, Tangipahoa, Lafourche, Plaquemines, St Bernard, East Baton Rouge and West Baton Rouge but our operations are not limited to these parishes and employees could be required to work outside these parishes periodically.

Specific duties and tasks will be thoroughly discussed with candidates at time of interview. The intent of this job description is to provide a representation of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job related tasks other than those specifically presented in this description.

Hy-Tech Roofing Services, Inc. is an Equal Opportunity / Affirmative Action Employer. We provide a drug free workplace. Veterans encouraged to apply.

Qualifications

1. Good leadership skills
2. Good communication skills
3. Good decision making skills
4. Good organizational skills. (Sets priorities, follows up)
5. Ability to work within a team environment
6. Ability to motivate others and self
7. Foresight to avoid problems before they occur
8. Required Education, Knowledge and Skills
 - A. 3-5 years field experience installing some combination of commercial metal roofing with general sheet metal/ waterproofing/ architectural sheet metal roofing and/or walls
 - B. Ability to read and understand verbal and written instructions
 - C. Ability to work from sketches, specifications and blue prints
 - D. The ability to pass a Forklift/Aerial Lift Operator/First Aide Certification/Various Plant Training
 - E. Fluent in English. Spanish is a plus.
9. Be in good health and physically fit for climbing ladders 6' to 60' tall, scaffolding, and steep roofs
10. Willing to occasionally travel and work out of town.
11. Maintain a valid Louisiana driver's license

Functional Responsibilities: "YOU ARE THE FOREMAN'S EYES IN THE BACK OF HIS HEAD"

1. **Leadership** – This is the essence of the Sheet Metal Mechanic's job
 - A. The Sheet Metal Mechanic is a leader, accepts responsibility and is accountable for his portion of the job and as a team player the safety, quality and production of the whole Job.
 - B. The Sheet Metal Mechanic is to assist and support the Leadman/Project Forman/Field Employees in maintaining daily safety requirements, production milestones and quality installation of the job to a successful completion in three areas; safety, quality of the installation and on budget from a probability stand point.
2. **Relationships**
 - A. Maintain good working relationships with General Superintendent, Project Foremen, Leadman, Warehouse staff, all Field Personnel, Estimator/Project Managers, and Administration staff.
 - B. Maintain a working relationship with customer/client/ owners when required.
 - C.

3. Daily Work Requirements

- A. Report to work every workday at assigned time. Each morning requires setting up equipment. If one person is late this affects the performance of the group.
- B. Each morning check with the Leadman/ Foreman regarding materials required from the warehouse for that day's work then loads the material on truck. "Back up" the Leadman/Foreman by remembering items from the day before. The Mechanics responsibility is the safe loading and unloading of trucks.
- C. On most occasions you can load the truck the night before to save loading time in the morning. Do not overload the truck; see the Superintendent for proper weight loading of the truck. A truck should not sit with a full load overnight.
- D. Before the truck leaves the warehouse, double check to make sure that all items are safely secured to prevent damage during transit. Double check that all ladder and planks are properly secured. Ladders should not hang over the back of the truck more than 3 feet without a red flag.
- E. Understand fully the scope of the work for that day, as per the Leadman/Foreman.
- F. Unload material and equipment from truck with Apprentice/Assistant/Helper showing Apprentice/Assistant/Helper the best place to put materials; close to the working area but not in the customer's access to the building. Avoid stocking material on lawns to avoid grass damage.
- G. Training, instructing and guiding Apprentice towards becoming a Mechanic.
- H. Safely set up equipment as assigned by Leadman/Foreman.
- I. Make sure all ladders are set or "blocked" at bottom to prevent slipping and tied to the top.
- J. Put gutter board or standoff at top of ladder to prevent damage to the customer's gutters.
- K. Load materials onto roof without overloading the plank or the roof deck and load only enough materials for the day's production. Left over materials must be removed from the roof at the end of the day or they may blow off.
- L. Follow the directions of the Leadman/Foreman. Instruct Apprentice/Assistant/Helper as required.
- M. A Mechanic shall not use a Fusing Torch unless he is a Certified Torch Mechanic. The Field Supervisor will issue a torch to Mechanics approved for fused applications. Never allow an Apprentice/Assistant/Helper to use a torch without training and constant supervision.
- N. A Mechanic should not be "TOO BIG" to help in the cleanups. If there is no Apprentice, Assistant, or Helper customer properties is kept neat and clean by the Mechanic. All job debris is kept in a neat pile
- O. End of Day
 - 1. All trash in one pile
 - 2. Use magnetic broom around perimeter of jobsite, especially the driveway.
 - 3. Anticipate material and equipment needs two days in advance.
 - 4. Write down what you will need on your next day planner. Immediately notify the Superintendent so the materials will be at the shop in the evening to but on your truck
 - 5. Alert any problems to be discussed with the Project Foreman, Superintendent.
 - 6. IF TORCHING, INSPECT ROOF DURING APPLICATION for smolders and maintain a FIRE WATCH at least one hour after last torch application.
 - 7. Make sure the job is 100% watertight each evening.
- P. End of Job:
 - 1. Make sure equipment is disassembled and locked in a secure place.
 - 2. If there is no Apprentice, clean pneumatic equipment during the day and each night
 - 3. All our trash off grounds and roof in the dumpster. Job site left clean,
 - 4. Go back over the complete roof checking all flashing details, etc.
 - 5. Check all metal installations to see that they are clean and free of any debris.
 - 6. Check all around building, bushes and gardens for any debris or damage to walls, windows, shutters, and landscaping.
 - 7. Use magnetic broom around perimeter of jobsite, especially the driveway.
 - 8. Make sure the jobsite is cleaner when you leave than you got there.
- Q. Mechanic is responsible for Inventory of tools and equipment
- R. Mechanic should know the operation and function of all equipment on the job and how to maintain it for continual operation without breakdowns. Mechanic should have mechanical ability
- S. Complete a time sheet with time, equipment noted, inventory used and code Labor according to Roof, SM Wall, SM Fab, SM Roof, Carpentry and Ground. This will explained at time of hire.

4. Tele-communications

- A. As a condition of employment, the sheet metal mechanic shall be responsible to maintain a telephone and must carry that working cell phone at all times.
- B. If mechanic has a home phone he must give this number to the office as a secondary phone number.
- C. He must update any phone number that changes with the office and his Superintendent within 24 hours of its change.

5. Vehicle and Equipment

- A. Trucks and equipment must be kept clean and in a safe working condition
- B. Inform Leadman/Forman/Superintendent of trucks and equipment that need service and repairs
- C. Report any unsafe vehicle and equipment related problems to Leadman, Forman, Superintendent immediately and take out of service until repaired and coordinate getting the vehicle or equipment needed to complete the task at hand

6. Relationship to other Jobs

- A. Mechanic can be promoted to Leadman after learning all roofing, leadership, and customer relation skills and has shown he can handle apprentices, assistants, and helpers under his direction.

7. General Guidelines

- A. Due to varied types of jobs, it is not possible to set down exact job descriptions for each person since different jobs take different amount of people. However, **the Mechanic should be the main producer installing material according to Hy-Tech Roofing Services, Inc. standards.** If he has an Apprentice, the Apprentice should be instructed to perform work of less importance compared to actual material installation. An Apprentice is only productive if the Mechanic properly instructs and guides him. It is the Mechanic's responsibility to see that the Apprentice is utilized properly. If there is no Apprentice, the Mechanic assumes his duties.

8. All other related duties as required

A Mechanic must be able to perform the following tasks to Hy-Tech Roofing Services, Inc standards

Sheet Metal Mechanic

The Mechanic should be the main producer installing material according to Hy-Tech Roofing Services, Inc. standards. He must know operation & maintenance of equipment especially breaks, shears, punches, seamers, roll formers, Investigate & repair leaks, Fabricate sheet metal, Cut sheet metal, Install Soffit, Install Gutter, Install Downspout, Install coping, Install Drip Edge, Install gravel guards, Install Fascia, Install rake strip, Install counter flashing, Install standing seam, flat seam, & batten seam roofing system, miter and transition metal to different corners connections and stop ends, Erect scaffolding, Solder, Apply cement & caulking, Remove and reinstall Shingles, Slate, Wood, Shingles, Tile repair, Repair decking, framing & fascia trim, Erect scaffolding, Remove and replace any steep roof flashing, work on steep slope roofs, single ply roofs, Mod Bit roofs, Built-up roofs and all metal roofs as described above. Install different systems properly in a watertight condition according to the Hy-Tech Roofing Services, Inc. standards.

Employee Tools

You must have these tools the everyday, but you are not limited to these tools. In fact, the better equipped the mechanic the more productive he is. The more productive he is, the greater value he has to the company, and the faster he and his crew move towards "Merit Advancement".

Personal Tools

Leather Work Boots, Steel Toe Boots Where Required, Tennis Shoes only permitted on steep slopes, Hard Hat, Safety Goggles, Safety Glasses, Gloves, Hammer 16 oz., Trowel, 5-In-1 Painter's Tool (Scraper), Utility Knife, Pencil, Nail Bag/Pouch, Wooden Rule – 6ft, Tape Measure – 25 ft, Hatchet, Shingle/Pry Bar, Flat Bars, Hammer Holder, Tongs, Nail Puller, Speed Square, Punch, Chalk Line, Caulking Gun, Screw Driver Flat Head, Screw Driver Phillips, Crescent Wrench, Scratch Awl, Chisel, Pliers, Wrenches, Vice Grips, Channel Locks, Scissors, Roller, Hand Saw, Key Hole Saw, Rubber Gloves, Wire Brush, Files, Crimpers, Hacksaw, Slate Hammer, Downspout Crimpers, Shears - 12", Right & Left Hand Aviation Snips, Pop Rivet Gun, Straight Edge, Level, Shingle Snips, Stake, Slate Ripper

Materials & Terms You Should be Familiar with to Perform Your Job

REFER TO Hy-Tech Roofing Services, Inc. SAFETY MANUAL FOR HAZARDOUS SUBSTANCE MATERIALS WHICH MAY BE PART OF THE PROJECT AND REFER TO APPROPRIATE (SAFETY DATA SHEETS) "SDS" INFORMATION

Slate & Shingle Roofing	Built up Roofing	Single Ply Roofing	Sheet Metal Roofing
<ul style="list-style-type: none"> • Asphalt Shingles • Felt Underlayment • #15 & #30 felt • Ice and Water Shield • Hip & Ridge Cap • Metal Drip Edge • Coil Nails for gun • Roof Nails 1¼ - 2" • Roof Cement • Caulking • Plywood Sheathing • Lumber – various sizes • Slate - various sizes • Head Lap • Starter Course • Copper • Aluminum • Stainless Steel • Lead • Ridge Vent • Soffit Vent • Hip • Gable • Closed Cut Valley • Woven Valley • Open Valley • Step Flashing • Valley Cleats • Rake Edge • Eave 	<ul style="list-style-type: none"> • Rigid Insulation • Perlite Insulation • Iso Insulation • Fiberboard Insulation • Tapered Insulation • Modified Bitumen • Asphalt Drums • Base Sheet • Fiberglass Felt • Propane • Roof Cement • Muslin / Fabric • Roof Drain • Scupper Box • Pitch Pocket • Pourable Sealer • 2lb, 4lb lead • Fibered Aluminum Coatings • Gravel • Gravel stop • Caulking • Base Flashing • Metal "W" Valley 	<ul style="list-style-type: none"> • EPDM Membrane • PVC Membrane • TPO Membrane • Modified Bitumen • Caulking • Rigid Insulation • Perlite Insulation • Iso Insulation • Fiberboard Insulation • Tapered Insulation • Insulation Plates • Deck Screws • Seam Tape • Splice Wash • Russ Strip • Batten Strip • Termination Bar • Walk Pads • Seam Plates 	<ul style="list-style-type: none"> • Ogee Gutter • Half Round Gutter • Box Gutter • Downspout • Elbow • Outlet • End Cap • Conductor Head • Scupper • Red Rosin Paper • Propane • Solder • Flux Paste/ MA Flux • Copper • Aluminum • Stainless Steel • Caulking • Standing Seam Roof • Flat Seam • Valley Cleats • Rake Edge • Eave • Cricket/Saddle • Silicone Sealant • Step Flashing • Metal "W" Valley