



Arkansas Air Flow, Inc.

JOB TITLE: Sheet Metal Fabricator “Shop”

DESCRIPTION: Fabricates and assembles sheet metal products, such as framework or shells for machinery and metal parts for buildings and bridges according to job order, verbal instructions, and blueprints. Develops layout and plans sequence of operations, applying knowledge of trigonometry, stock allowances for thickness, machine and welding shrinkage, and physical properties of metal

QUALIFICATIONS:

- Certified Journeyman Sheet Metal Mechanic with 5 years of experience as a Sheet Metal Foreman
- Frequent reaching above shoulders, crawling, squatting, kneeling, bending
- High School Graduate or GED preferred, but not required
- Ability to stand & walk, reach outward constantly, frequently lift/carry up to 50 lbs
- Ability to make decisions or take actions to solve a problem
- Ability to demonstrate conduct conforming to a set of values and accepted standards
- Must be able to exercise fine motor control and possess excellent hand-eye coordination
- Ability to perform work accurately and thoroughly, including under stressful situations
- Ability to or be taught how to use Vulcan software and table
- Able to take measurements for duct fittings and/or parts to be built (over the phone or in person)
- Able to communicate well with customers and other employees

DUTIES:

- Locates and marks bending and cutting lines onto workpiece
- Sets up and operates fabricating machines, such as brakes, rolls, shears, flame cutters, and drill presses
- Designs and constructs templates and fixtures
- Verifies conformance of workpiece to specifications, using square, ruler, and measuring tape
- Fabricate and assemble sheet metal products
- Set up and operate machine tools associated with fabricating shops
- Maintains a clean, net, and member-ready area (shop and yard area)
- Take trash out of shop area
- Keep accurate job hours recorded on time cards
- Perform cleaning and maintenance on shop machinery and tools
- Promptly unloads trucks and deliveries and sorts and stocks receivables
- Engages with vendors and drivers with a positive attitude
- Order any materials needed for shop or field



JOB TITLE: Sheet Metal Foreman

DESCRIPTION: Fabricates and assembles sheet metal products, such as framework or shells for machinery and metal parts for buildings and bridges according to job order, verbal instructions, and blueprints. Develops layout and plans sequence of operations, applying knowledge of trigonometry, stock allowances for thickness, machine and welding shrinkage, and physical properties of metal. Repair and Install sheet metal products and parts.

QUALIFICATIONS:

- Certified Journeyman Sheet Metal Mechanic with 5 years of experience as a Sheet Metal Foreman
- Frequent reaching above shoulders, crawling, squatting, kneeling, bending
- High School Graduate or GED preferred, but not required
- Ability to stand & walk, reach outward constantly, frequently lift/carry up to 50 lbs
- Ability to make decisions or take actions to solve a problem
- Ability to demonstrate conduct conforming to a set of values and accepted standards
- Must be able to exercise fine motor control and possess excellent hand-eye coordination
- Ability to perform work accurately and thoroughly, including under stressful situations
- Able to measure and call in fittings to shop foreman (highly preferred)

DUTIES:

- Trains and develops everyone assigned to the project, to improve their individual and collective work quality, productivity and safety
- Perform complex calculations and planning for unique or particularly large jobs
- Able to accurately read building plans and inspect structures to determine material and people needs, to establish the sequence of installations
- Correctly complete daily reports, timecards and scheduling updates using given tools and technology platforms
- Supervise complex tasks such as the cutting of openings in structures to accommodate ducts and duct fittings, using hand and power tools
- Ensuring the quality and timeliness of duct assembly installations
- Schedule work on assigned projects in sequential steps and within time limits to meet deadlines
- Review blueprints, drawings and building codes and specifications to determine work details and procedures
- Supervise and coordinate activities of craft workers and subcontractors
- Interpret specifications, blueprints, and work orders



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- Interpret company policies to workers and enforce safety regulations
- Establish and adjust work schedules based on equipment, materials, and capabilities of personnel
- Analyze and resolve work problems
- Coordinate project activities with other trades



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JOB TITLE: Sheet Metal Installer / Helper

DESCRIPTION: Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts and control boxes. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer operating soldering and welding equipment to join sheet metal parts inspecting, assembling and smoothing seams and joints of burred surfaces.

QUALIFICATIONS:

- High school diploma or equivalent
- Ability to lift heavy materials and tools
- Must be able to read and interpret blueprints
- Excellent math skills preferred
- 1 - 4 years of sheet metal experience

DUTIES:

- Install assemblies, such as flashing, pipes, tubes, heating and air conditioning ducts, furnace casings
- Fasten seams and joints together with welds, bolts, cement, rivets, solder, caulks, metal drive clips, and bonds in order to assemble components into products or to repair sheet metal items
- Fabricate or alter parts at construction sites, using shears, hammers, punches, and drills
- Trim, file. Grind, buff, and smooth surfaces, seams, and joints of assembled parts, using hand tools and portable power tools
- Finish parts, using hacksaws, and hand, rotary, or squaring shears
- Maintain equipment, making repairs and modifications, when necessary
- Shape metal material using hand tools
- Transport prefabricated parts to construction sites for assembly and installation
- Develop and lay out patterns that use materials most effectively, using computerized metalworking equipment to experiment with different layouts
- Inspect individual parts, assemblies, and installations for conformance to specifications and building codes, using measuring instruments such as calipers, scales, and micrometers
- Determine project requirements, including scope, assembly sequences, and required methods and materials, according to blueprints, drawings, and written or verbal instructions
- Lay out, measure, and mark dimensions and reference lines on material, such as roofing panels, according to drawings or templates, using calculators, scribes, dividers, squares, and rulers
- Maneuver completed units into position for installation, and anchor the units



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- Convert blueprints into shop drawings to be followed in the construction and assembly of sheet metal products (cut sheets)
- Utilize and interpret blueprints to determine how and where to fabricate, assemble and install sheet metal products
- Ensure that efficiency is maximized while fabricating and installing HVAC systems
- Ensure safety is a priority on the job during all activities, including using tools and installing and fabricating metal



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JOB TITLE: Sheet Metal Shop Manager

DESCRIPTION: To manage the installation operations of the company, including the scheduling and dispatch of the crews, ordering and purchasing equipment and materials, inventory stocking program. Clear and concise communications with company customers, including keeping customers apprised as to company schedule and requested lead-time. Oversee the training and efficiency of company installers. Enforcement of company's purchasing policy, semi-annual performance reviews, merit pay raises (with General Manager's approval), discipline, hiring and termination. Safety committee duties as assigned by the General Manager. The Operations Manager is expected to handle all aspects of the commercial department and to ensure continued profitability and growth.

QUALIFICATIONS:

- Demonstrated core leadership skills
- Ability to motivate and encourage others
- Strong communication skills
- Basic understanding of financial fundamentals
- Ability to create/direct sound business strategy and adhere to plan
- Ability to confront issues head on with tact and diplomacy

DUTIES:

- Update job schedule and layout schedule for next 5 days
- Review new jobs with installer, check paper work and time card from previous days job, find out any punch list or uncompleted items
- Responsible for the profitability of the installation operations
- Establish and manage to the labor budgets set on each individual project and job
- Keep work in progress to a minimum by billing and completing projects in a timely manner
- Communicate issues regarding selling price, change orders, etc, with sales force in a timely fashion
- Return all builder and customer calls in a timely manner, documenting all schedule changes, change orders, field directives, and resolve in a fast/efficient manner
- Any crew member that isn't seen or talked with during the day must be called in the evening
- Check the layouts and design work of the field supervisors at least weekly
- Ensure that all jobs are ordered timely and staged each morning and installers are out of the shop by within 20 minutes of start time
- Purchase special orders, materials, etc.
- Control warranty through proper training & monitoring, taking corrective action, when necessary
- Coordinate the repairs and service for the company's fleet of vehicles and manage this expense to budget. Coordinate vehicle needs with the various department heads.



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- Lead the weekly Installation Department(s) meeting setting the agenda, reviewing current team performance and setting goals, and implementing change in order to grow the department and increase efficiency
- Check warehouse throughout the day to make certain that all jobs for the next day have been pulled and staged in the loading area
- Oversee the office and field responsibilities of the installation departments
- Ensure that all sold jobs are scheduled on the company job board, checking the preliminary construction progress of all pending work
- Communicate scheduling backlog to the sales force, as necessary
- Assist each month with the preparation of work in progress
- Make certain that all new jobs are reviewed with installer, check paper work and time card from previous day's job, and find out any punch list or uncompleted items
- Schedule layouts and update layout & design schedules, coordinate with Field Supervisor and General Manager
- Know whereabouts and progress of crew daily
- Continue to develop and implement labor saving installation practices, challenging others within the department and company to do the same
- Be available by cell phone for installers questions, know whereabouts and progress of crew during the day
- Follow up field status with crew
- Complete material list while on each layout
- Other duties as assigned