



PERFORMANCE THE RIGHT WAY
IS OUR ONLY AGENDA

Job Description

Job Title: Sheet Metal Operations Manager

Reports to: Executive Vice President

Focus Areas: Higher education, k-12, hospitals, hotels, government, other institutional campuses or facilities.

Principal Duties and Responsibilities:

- Provide overall direction to sheet metal fabrication, modification, repair, and/or installation operations in the designated geographical area.
- Owns direct responsibility for shop and field labor, labor coordination, quality control, and safety on assigned projects.
- Represents Gallo Mechanical on the project sites and insures that the installation functions as designed and satisfies the contracted scope.

Job Responsibilities

1. Plans, assigns and directs the work of sheet metal workers engaged in operational activities out in the field and within the sheet metal shop.
2. Estimates the labor and material costs of a variety of jobs requiring sheet metal work.
3. Requisitions necessary tools and materials for various projects and monitors the delivery of supplies.
4. Supervises and oversees the sheet metal shop, ensuring that supplies and equipment are placed, stored and maintained in a clean, safe and secure environment.
5. Inspects work in progress and completed work to assure compliance with instructional guidelines and established practices and procedures.
6. Maintains time records of sheet metal employees and generates required reports.
7. Coordinates work schedules, logistics and project planning with other departments.
8. Utilizes computer hardware and software to interface with sheet metal work in order to increase efficiency and productivity in the workplace.
9. Participates in the development and advancement of employees through training sessions and regular safety meetings.
10. Promotes safety in the workplace and at the work sites through regular training and safety meetings.
11. Performs related duties and responsibilities as assigned.

Requirements

- Bachelor's degree in Engineering or Project Management, or significant related experience in Construction Management



- Two years of experience as Sheet Metal Operations Manager or a position with equivalent scope in planning, organizing, directing and controlling sheet metal fabrication, modification, repair, and/or installation.

Knowledge, Skills and Abilities

- Demonstrate knowledge in construction management principles, sheet metal practices and methods, environmental regulations, engineering project management methods, workplace safety, budgeting, employee supervision and personnel management.
- Able to work well in a fast-paced environment. He or she should be competent in handling simultaneously occurring tasks and smaller projects.
- Have excellent written and oral communication skills.
- Possess analytical and mathematical skills, quick thinking, and a solid understanding of the main principles of engineering, construction, and architecture.