



ALASKA SOUTHCENTRAL - SOUTHEASTERN SHEET METAL WORKERS  
JOINT APPRENTICESHIP AND TRAINING COMMITTEE

1307 EAST 75<sup>TH</sup> AVENUE  
ANCHORAGE, ALASKA 99518-3258

OFFICE PHONE (907) 277-5367  
FAX (907) 274-8219

Alaska Southcentral – Southeastern Sheet Metal Workers’ Local Union #23 Joint Apprenticeship and Training Committee accepts complete general application for our Apprenticeship Programs. Please check our website for specific Metal Trade and Service Technician job screening announcements.

General Applications are available and can be printed from our website [www.local23jatc.org](http://www.local23jatc.org). **Complete** Applications can be returned by mail or will be accepted during the business hours (9:00 am to 12:00 pm) Monday through Friday at the following location:

**Sheet Metal Workers Local Union #23 JATC**  
**1307 E. 75<sup>th</sup> Ave. #4**  
**Anchorage, Alaska 99518**  
**(907) 277-5367**  
**Fax (907) 274-8219**

The minimum qualifications to apply are:

- Must be at least 18 years old (provide birth certificate).
- Shall possess a high school diploma or certified G.E.D. equivalency. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.
- Metal Trade Applicants must complete a **WorkKeys** assessment with a minimum level of four (4) in the areas of reading for information; six (6) for applied mathematics; and four (4) for locating information.
- Service Technician Applicants must complete a **WorkKeys** assessment with a minimum level of five (5) in the areas of reading for information; four (4) for applied mathematics; and four (4) for locating information
- Must possess a valid, unrestricted Alaska driver’s license and be insurable by a contractor for company vehicles.
- Shall be physically capable of performing the essential functions of the occupation with or without a reasonable accommodation and without endangering the health and safety of themselves and or fellow workers.

The recruitment, selection and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex.

Once a screening is announced all applicants who provide documents to meet the minimum qualifications criteria and submit a **complete** application will be interviewed and ranked. Interviews will be held at the above address with specific times for your interview being sent to you via U.S. Mail.

Apprentices will be selected in order of their ranking based on education, work experience and the personal interview conducted by the Joint Apprenticeship Training Committee.

## **JOB DESCRIPTION – TRADE METAL WORKER**

Both in the shop and field, works with metallic and non-metallic materials ranging from approximately .0157 inch to 1 inch thick. Interprets plans and specifications, which can apply to such metals as mild steel, galvanized steel, copper, stainless steel and aluminum. The non-metallics can be thermosetting or thermoforming plastics, or rigid and flexible fiberglass.

Much of the work involves standing, bending, reaching and lifting, working at heights, and working in either easily accessible or cramped spaces located above, at or below ground level. The work may be seasonal in nature and requires working both indoors and outdoors in all kinds of weather, including extreme cold and extreme heat. Workers can be exposed to a variety of chemicals, paints, solvents, oils and fumes in the shops and around construction sites.

In a shop setting, uses scribes, dividers, squares, and rulers and applies a knowledge of mathematics (algebra, geometry and trigonometry) and drafting to develop and trace a vast array of patterns on sheets of metallic and non-metallic material in preparation to fabricate specified products and appliances. This includes, but is not limited to (1) heating, ventilating and air conditioning (HVAC) systems (ductwork, fan housings, louvers, dampers, etc.) for homes, commercial buildings and industrial complexes (2) rectangular vats, cylindrical tanks and custom designed chutes, kettles and cyclones which are required for industrial applications and manufacturing, and (3) food and beverage equipment for restaurants, cafeterias and food service centers which process all types of food items.

During the fabrication process, uses hand held or power tools to cut out patterns and to assemble the final product. Sets up and uses hand or power-operated machines such as squaring shears, brakes and forming rolls to block and form patterns. Programs and operates computerized layout machines to cut various shapes of patterns with a laser beam or plasma arc cutter. Also uses power-operated equipment such as welding machines, cut-off saws, drill presses, grinders, disc sanders and hydraulic and mechanical press brakes.

Uses machinery such as automated coil lines to produce quantity runs of ductwork and gutter. Works with angle iron, channel iron, square and round rods when reinforcing or bonding sheet metal products. Welds, bolts, screws, rivets, clips, solders and caulks to assemble and seal joints. Applying knowledge of shop and field processes, may operate computer assisted drafting (CAD) equipment to develop scaled drawings of HVAC and blowpipe systems, ornate architectural sheet metal fixtures and food/beverage appliances; prepares detailed shop drawings for specialized fabrication and installation processes and examines architectural/mechanical plans for correct interpretation of design requirements.

In a field setting, directs the use of cranes and helicopters and other mechanisms for hoisting and rigging operations necessary in moving and lifting sheet metal materials and air handling components into mechanical rooms and onto rooftops; erects scaffolds and uses swinging stages, ladders and hydraulic/electric man lifts to install HVAC components and also exterior and interior architectural sheet metal products such as column covers, metal ceilings, flashings, cornices, fasciae, skylights, lockers, boiler breechings, siding and decking. The hand held or portable tools are similar to those used in the shop.

Often works in specialty areas which include the servicing of residential, commercial and industrial heating and air conditioning systems, in the abatement, disposal and removal of hazardous materials such as asbestos and lead, the installation of solar-energized heating collectors, air pollution control systems (bag houses, lagging, etc.) metal and plastic signs, food and beverage equipment, or material handling conveyors, chutes and safety guards. At times, may be required to perform certified welds, using the following welding processes: Shielded Metal, Gas Tungsten and Gas Metal Arc Welding.

Sheet metal workers work in technically associated areas such as maintenance, repairing and retrofitting of air handling and refrigeration units; installing and repairing automatic control systems for HVAC equipment, including pneumatic, electronic, fiber optic and computer control systems. They may perform energy management or indoor air quality surveys and audits of schools, churches, manufacturing firms, stores and office buildings. As a certified TAB technician, may be responsible for the commissioning and the testing, adjusting and balancing of environmental (HVAC) systems and clean rooms.

### **Physical tasks will include, but are not limited to the following:**

- Frequent gripping and clenching of hand and power tools to cut and form metal, rotating of wrists, working both below the waist as well as overhead by lifting, reaching and pulling, requiring the use of arms, shoulders, wrists and hands; working in bent-over positions for extended periods of time, being able to stand for extended periods of time.
- Carrying or otherwise transporting, setting up and climbing, unaided, step ladders (6 to 15 feet), extension ladders (as tall as 40 feet and weighing as much as 80 pounds). Carrying bulky materials and equipment while walking or climbing stairs or ladders may also be required.
- Performing job assignments at various heights using swing staging, safety scaffolding, fall risk devices and safety lines.
- Transporting, unaided, from storage racks to various workstations sheets of metal, which can weigh 28 to 85 pounds and measure 3 to 5 feet in width and 8 to 10 feet long.
- Frequent lifting of materials, supplies and equipment weighing as much as 75 pounds.

- Lifting, twisting and manipulating loads at varying levels from the ground level to overhead and vice versa; pulling and pushing loads on the level and inclined grades.
- Work in uncomfortable confined spaces, often in unpleasant conditions of extreme heat and cold, dust, rain, snow or wind.
- Perform job assignments while wearing respirators, hearing, eye, and head protection.
- Work eight to twelve hour shifts.
- Be subject to a drug free workplace.

**Technical criteria include, but are not limited to the following:**

- Ability to understand the English language for the purposes of listening, reading, writing and other communication skills necessary in the workplace.
- Mathematic skills including basic algebra, geometry, geometric construction and trigonometry.
- Basic knowledge of physics, mechanical, gases, liquids and mass.

**Career Opportunities in the Sheet Metal Industry**

A person can ultimately become a custom fabricator, a certified sheet metal welder, Shop foreman, field foreman, testing adjusting and balancing technician, an administrator of training or instructor of apprentices or journeypersons, a union official representing his peers, a CADD draftsman, supervisor, project manager, estimator or a sheet metal contractor.

## **JOB DESCRIPTION – HVAC SERVICE TECHNICIAN**

Service technicians exhibit proficiency in servicing, troubleshooting and cleaning of heating and cooling equipment and related products (i.e., forced air, hydronics, electronic heat, make up air and exhaust systems).

Service technicians are responsible for retrofit, repair and maintenance of industrial/commercial and possibly some residential environmental comfort systems. Service technician apprentices will gain knowledge of air conditioning theory, pipefitting, sheet metal, and other mechanical layouts.

### **Responsibilities:**

- ▣ Have working knowledge of electronic wiring diagrams, schematics and architectural/mechanical blueprints.
- ▣ Adhere to all local, state and federal building codes practices and regulations.
- ▣ Servicing equipment on assigned projects.
- ▣ Perform repairs, overhauls, and start ups of commercial HVAC systems.
- ▣ Identify, analyze, diagnose, and repair systems, and products at customer's location.
- ▣ Perform preventative maintenance, site surveys, replacement, and modifications as needed.
- ▣ Prepares for on-site installation and repairs by examining building layout, anticipating difficulties, gathering materials and coordinating on-site work, as necessary.
- ▣ Use a variety of hand tools.
- ▣ Documents work by properly completing paperwork on each job.
- ▣ Communicate in a professional manner with co-employees, subcontractors and customers.
- ▣ Be aware of and remain responsible for his or her tool and materials inventory.
- ▣ Possess a valid Alaska Drivers License.

### **Technical criteria include, but are not limited to the following:**

- ▣ Ability to understand the English language for the purposes of listening, reading, writing and other communication skills necessary in the workplace
- ▣ Mathematic skills including basic algebra, geometry, geometric construction and trigonometry
- ▣ Knowledge of physics, mechanical, gases, liquids and mass

## **Notice of Right to Register Complaints**

Any apprentice or applicant for apprenticeship who believes he or she has been discriminated against on the basis of race, color, religion, national origin, or sex has 180 days from the date of the alleged discrimination to register a written complaint.

Complaints may be registered with the employer, the above named training trust, the Department of Labor, or directly to the complaint review body (which in this case would be the Alaska Southcentral – Southeastern Sheet Metal Workers' Local Union No. 23 Joint Apprenticeship and Training Committee).

If you choose not to register a complaint in the order given, or if there is not a procedure in place, you may register a written complaint in any order of preference.

APPRENTICESHIP APPLICATION EEOC SUPPLEMENTAL INFORMATION FORM

THE ALASKA SOUTHCENTRAL – SOUTHEASTERN SHEET METAL WORKERS' LOCAL UNION #23 JATC IS COMMITTED TO EQUAL OPPURTUNITY FOR ALL APPLICANTS. THE RECRUITMENT, SELECTION, EMPLOYMENT AND TRAINING OF APPRENTICES DURING THEIR APPRENTICESHIP, SHALL BE WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, OR AGE, EXCEPT THE APPLICANT MUST BE AT LEAST 18 YEARS OF AGE TO APPLY. THE JATC DOES NOT, AND WILL NOT, DISCRIMINATE AGAINST A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THE DISABILITY OF SUCH INDIVIDUAL. WE RESPECTFULLY REQUEST THAT YOU RETURN THIS FORM ALONG WITH YOUR COMPLETED APPLICATION FORM FOR APPRENTICESHIP.

-- PLEASE COMPLETE THE FOLLOWING--

THE INFORMATION VOLUNTARILY PROVIDED BELOW IS SIMPLY FOR EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) PURPOSES. THIS INFORMATION WILL ASSIST US IN OUR EFFORTS TO PROVIDE ACCURATE INFORMATION IN THE COMPLIANCE WITH EEOC REGULATIONS AND REQUIRMENTS.

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SEX: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

RACE:       \_\_\_ AMERICAN INDIAN OR ALASKA NATIVE  
              \_\_\_ ASIAN OR PACIFIC ISLANDER  
              \_\_\_ HISPANIC  
              \_\_\_ AFRICAN-AMERICAN  
              \_\_\_ CAUCASIAN

How did you become aware of this apprenticeship opportunity?

___ Word-of-mouth	___ Career Day
___ TV or Radio	___ Posted Announcement
___ Guidance Counselor	___ Outreach Organization
___ Newspaper	___ Other: _____

THIS FORM WILL NOT BECOME PART OF YOUR PERSONAL FILE. IT WILL BE MAINTAINED IN A SEPARATE FILE, USED ONLY FOR EEOC PERORTING PURPOSES.

## GENERAL APPLICATION FOR SHEET METAL WORKER APPRENTICESHIP PROGRAMS

\_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City) (State) (Zip Code) (Today's Date)

\_\_\_\_\_  
(Telephone Number) (Alternate Telephone Number)

\_\_\_\_\_  
(Age) (Date of Birth) (Social Security Number)

\_\_\_\_\_  
(Email address)

Are you a United States Citizen or legally authorized to work in the U.S. \_\_\_ Yes \_\_\_ No

Have you ever applied for this training before? \_\_\_ Yes \_\_\_ No

Are you a veteran? \_\_\_ Yes \_\_\_ No

### Qualifications:

1. Minimum age: 18 years
2. Education: High school or G.E.D.
3. Residency: State of Alaska resident
4. Physical fitness: Qualified applicants must be physically able to perform the work of the trade.

### Required Documents:

1. Copy of high school diploma or G.E.D. completion certificate
2. Proof of age (provide birth certificate).
3. Proof of residency
4. Copy of valid Alaska driver's license
5. **WorkKeys** assessment

### Other Beneficial Documents:

1. Copy of high school transcripts or G.E.D. scores
2. If you are a veteran, a copy of your DD214

Note: Required documents must be complete for your application to be considered.



### Education History

Education	Name & Location of School	No. of Years Attended	Did you Graduate?
High School			
High School			
High School			
High School			
Vocational or Business School			
Vocational or Business School			
Vocational or Business School			
Vocational or Business School			
College or University			
College or University			
College or University			
Other			
Other			
Other			
Other			
<p>Note: Attach copies of course completion certificates or transcripts of course credits.</p>			

**Employment History:** List your last three employers. List in order with most recent first. If you

are currently a pre-apprentice, list that fact first.

<b>Employer:</b>	_____
<b>Location:</b>	_____
<b>Length of Employment:</b>	From: _____ Until: _____
<b>Major Activities:</b>	_____ _____ _____
<b>Equipment or Machinery Used:</b>	_____ _____ _____
<b>Reason(s) for leaving:</b>	_____ _____ _____

<b>Employer:</b>	_____
<b>Location:</b>	_____
<b>Length of Employment:</b>	From: _____ Until: _____
<b>Major Activities:</b>	_____ _____ _____
<b>Equipment or Machinery Used:</b>	_____ _____ _____
<b>Reason(s) for leaving:</b>	_____ _____ _____

<b>Employer:</b>	_____
<b>Location:</b>	_____
<b>Length of Employment:</b>	From: _____ Until: _____
<b>Major Activities:</b>	_____ _____ _____
<b>Equipment or Machinery Used:</b>	_____ _____ _____
<b>Reason(s) for leaving:</b>	_____ _____ _____

Describe any other sheet metal or construction experience you have including specific duties. Also attach any **letters of recommendation** from past employers. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPENTICESHIP & EMPLOYMENT CONDITIONS

- You should be aware that in this construction trade, you must travel to various construction projects throughout SMWIA LU #23's jurisdiction.
- A requirement of this apprentice program is attendance of all related training required by the JATC in addition to your normal working hours. You will be required to attend these related training classes without monetary compensation.
- Employment in this trade may not be full time and there may be periods of unemployment due to weather, economic conditions and other circumstances.
- Apprentices start at 50% percentage of journeyman rate and receive periodic increases each 1000 hours of on-the-job training. These increases are not automatic but depend on the progress made by the apprentice in on-the-job-training and related classroom training.
- This occupation could involve the lifting of heavy objects, working in confined areas and working in high places, both on roofs and scaffolding.
- When an offer of employment has been made, the applicant may be required to submit to a physical examination which may include drug testing. Failure of the drug test, if any, will result in the withdrawal of the employment and apprenticeship offer and you may not reapply for a period of one year.

I authorize investigation of all statements contained herein and of the references listed herein and authorize my former employers, references and/or schools I have attended to release any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same.

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(Signature)

(Date)

I have read and understand these apprenticeship and employment conditions and I declare that any statement in this application and other information provided is true and complete. I also authorize the verification of information provided in this application for apprenticeship.

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(Signature)

(Date)

## IMPORTANT

### Take the WorkKeys assessments at an Alaska Job Center

Prior to submitting your application: All applicants for the Sheet Metal Worker Apprentice Year 1 must take the WorkKeys assessments below and score at the required levels to apply, and submit a copy of their score report with the application:

Trade Metal WorkKeys Assessment	Skill Level Required for Application
Reading for Information	4
Applied Mathematics	6
Locating Information	4

Service Technician WorkKeys Assessment	Skill Level Required for Application
Reading for Information	5
Applied Mathematics	4
Locating Information	4

1. **Contact the Midtown Job Center at (907) 269-4800 to sign up for the required WorkKeys assessments. DO NOT DELAY. If you live in another area please contact the Alaska Job Center nearest you ([www.jobs.state.ak.us/offices/index.html](http://www.jobs.state.ak.us/offices/index.html)) to schedule.**
2. Practicing with the Career Ready 101 preparatory courseware prior to taking the WorkKeys assessments is recommended and will help you to meet the skill levels required for the job. Call your nearest job center and request a username and password. You can practice from any computer with internet access.
3. Each WorkKeys assessment is 55 minutes but allow 4 hours to complete all three assessments in one session which will include breaks. If you need to take assessments separately, work with job center staff to schedule.
4. Upon completion of the Workkeys assessments, you will be given your score report. **Please be sure to put a copy of your WorkKeys score report with your application packet and save the original.**