



Sheet Metal Workers Local Union 25  
Joint Apprentice & Training Committee  
440 Barell Avenue, Carlstadt, NJ 07072



Sheet Metal Contractors  
Association of Northern NJ  
Serving Bergen, Hudson, Passaic, Morris,  
Somerset, Sussex, Essex & Union Counties



Phone: 201-507-0333 • [www.smw25.net](http://www.smw25.net) • Fax: 201-507-8350

## APPRENTICESHIP APPLICATIONS ARE STARTING OCTOBER 3, 2022

DEADLINE FOR ALL APPLICATIONS AND DOCUMENTATION IS NOVEMBER 18, 2022

### **APPLICATIONS MUST BE COMPLETED ONLINE AT**

### **WWW.SMW25.NET, UNDER APPRENTICE INFORMATION & APPLICATIONS**

IF YOU HAVE ANY QUESTIONS OR REQUIRE ADDITIONAL INFORMATION, PLEASE CONTACT US AT (201) 507-0333, EXT. 127 OR [DBRACERO@SMW25.ORG](mailto:DBRACERO@SMW25.ORG)

#### GENERAL REQUIREMENTS FOR ALL APPLICANTS:

1. MUST HAVE A VALID DRIVER'S LICENSE HAVE A RELIABLE MEANS OF TRANSPORTATION
2. MUST PASS A DRUG SCREENING
3. MUST TAKE A WRITTEN MECHANICAL APTITUDE EXAMINATION (*Part 1- Computation, Part 2 - Concepts & Application, Part 3 - Mechanical Reasoning, Part 4 - Space Relations.*)
4. MUST BE ABLE TO WORK IN ALL WEATHER CONDITIONS (HEAT, COLD, RAIN, SNOW, ETC.)
5. MUST BE ABLE TO GET TO WORK IN ANY OF THE EIGHT COUNTIES IN LOCAL 25'S JURISDICTION; BERGEN, ESSEX, HUDSON, MORRIS, PASSAIC, SOMERSET, SUSSEX AND UNION COUNTIES
6. APPLICANTS MUST BE FULLY VACCINATED FOR COVID-19 AND PROVIDE A COPY OF YOUR ORIGINAL VACCINATION CARD FRONT AND BACK, AS WELL AS THE PDF FROM DOCKET OR EXCELSIOR VACCINATION MOBILE APPLICATION.
7. MUST BE ABLE TO ENDURE THE PHYSICAL DEMANDS OF THE CONSTRUCTION INDUSTRY
8. MUST BE AVAILABLE TO WORK OVERTIME, EVENINGS, AND WEEKENDS IF REQUIRED
9. MUST BE ABLE TO BE ON YOUR FEET FOR 8 HOURS EVERY DAY AND MUST BE ABLE TO LIFT AT LEAST 40 LBS.
10. MUST BE ABLE TO CLIMB AT LEAST AN 8-FOOT LADDER
11. MUST BE WILLING TO WEAR PERSONAL PROTECTIVE EQUIPMENT (PPE) SPECIFICALLY HARD HAT, SAFETY GLOVES, SAFETY GLASSES, EAR PROTECTION, WORK BOOTS, NEON COLORED CLOTHING, BUT NOT LIMITED TO THESE ITEMS
12. MUST BE ABLE TO OBTAIN SWAC AND TWIC CARDS
13. MUST SUBMIT W-2 FORMS FROM PAST & PRESENT EMPLOYERS (5 YRS.)
14. MUST SUBMIT OFFICIAL HIGH SCHOOL TRANSCRIPTS, GED AND ANY OTHER SCHOOL TRANSCRIPTS OR CERTIFICATIONS (TRADE SCHOOL, COLLEGE, WELDING, ETC.).

#### LOCAL 25 IS SEEKING ALL

- HVAC SERVICE TECHS    ○ WELDERS/FITTERS    ○ MANUAL/CAD DRAFTSPERSONS    ○ FOREPERSONS/PM
- HVAC DUCT FABRICATORS/INSTALLERS/DETAILERS    ○ TESTING & BALANCING    ○ BUILDING CONSTRUCTION

**Trade Description:** Sheet Metal Workers are highly skilled craft persons, who sketch, design, fabricate and install all systems and components, starting with flat sheets of metal. We install, test, balance and maintain all HVAC systems and items we fabricate. Our diversified trade includes welding and soldering, all types of heating, ventilating and air conditioning systems, architectural metal work such as siding and decking, metal roofs, awnings, canopies, coping, flashing and skylights, toilet partitions, lockers, shelving, stainless steel kitchen equipment, hoods, counters, cabinets, walk in refrigerators and industrial sheet metal work such as tanks, vessels, hoppers and collectors. As an apprentice you will receive classroom training, as well as, on the job training for four (4) years before graduating and becoming a Journeyman. Local 25 apprentices' work at a fabrication shop or construction jobsite in one of the following counties: Bergen, Essex, Hudson, Morris, Passaic, Somerset, Sussex and Union Counties of New Jersey. You must have your own means of transportation to get to work on time every day. Our work is Monday through Friday, usually starting at 6:30 or 7:00 AM to 3:00 or 3:30 PM (depending on the jobsite).

#### Length of Apprenticeship Program - 100% ON THE JOB TRAINING & CLASSROOM INSTRUCTION

4 Years/8,000 Hours - 900 Hours of Classroom Instruction - 7100 Hours of On-the-Job-Training

STARTING WAGE \$16.62 PER HOUR (40 HOUR WORK WEEK)

EQUAL OPPORTUNITY EMPLOYER



# Sheet Metal Workers

The next time you're sitting comfortably in a climate-controlled office or classroom, think of the maze of duct lines carrying the cooled or heated air around the building. Then, think of the men and women who designed, crafted and installed this ductwork. They are sheet metal professionals also known as journeymen.

While sheet metal professionals design, craft and install a wide variety of products- from aircraft and train components to architectural sheet metal work- the most common projects are heating ventilation and air conditioning (HVAC) systems.

Sheet Metal Master HVAC/R licensed contractors and/or professional technicians not only assemble these HVAC systems, they design the duct system, fabricate, install, test, adjust & balance (TAB) for optimum efficiency.

The process begins at a drafting table or a computer with CAD (computer aided design) software, where a sheet metal professional designs the duct system. The detailer determines the size of the ducts and what route they will take to deliver air to each room of the building. CAD software enables the detailer to render his or hers plans in a three dimensional format known as Building Informational Modeling (BIM).



Using these detailed plans each component of the system is custom crafted in a sheet metal shop. Since each building is unique, the dimensions of each section must be precise; mass-manufactured components are rarely used. Utilizing special saws, shears and presses journeymen cut, stamp, bend, and weld and fasten the sheet metal into the component necessary to fulfill the design.

After the components are delivered to the job site and installed, sheet metal professionals conduct what is known as TAB- Testing, adjusting

and balancing in the final stage of the process, sheet metal professionals ensure the system is functioning properly, adjust the system controls to provide the ideal level of heated or cooled airflow, and balance the system to ensure each building zone receives its specified share of airflow.

As the demand for more efficient and sophisticated HVAC systems and the constant evolution of technology increases, sheet metal professionals are always challenged to stay up to date on industry developments.



Sheet metal professionals specialize in Fire Life Safety (FLS), the installation of fire dampers, fire smoke dampers, stair well air pressurized systems and inspections. In addition sheet metal professionals work hand and hand with the Green Building Technology striving to work and build safer, more efficient, and especially more environmentally conscious.

About 15% of the building of the industry involves architectural sheet metal work, which enhances a building's durability and attractiveness. The first priority of architectural sheet metal is to weather and waterproof buildings, particularly at the ground level, where moisture seepage through the floor can significantly erode the attractiveness and durability of a building. Architectural sheet metal also can add to the overall beauty of a building. Skilled sheet metal professionals can fabricate decorative accents and sculpture using various metal like copper, aluminum and stainless.

Sheet Metal professional also play a role in building interiors of chemical, energy and manufacturing plants. Sheet metal professionals don't construct the hulls of ship or fuselages of airplane, but sheet metal is a significant part of the rest of the ship or aircraft (fuel tanks, galleys, restrooms, food service containers). Other industries that use sheet metal professionals include appliance and sign manufacturers.



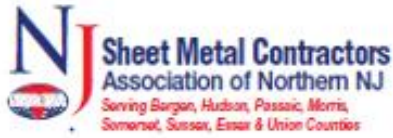
**Contact for Bergen, Essex, Hudson, Passaic, Morris, Somerset, Sussex, and Union Counties:**  
**Sam Figueroa, *Apprentice Training Coordinator***  
**Sheet Metal Workers Local Union No. 25**  
**440 Barell Ave, Carlstadt, NJ 07072**  
**(201) 507-0333, Ext. 133 – [www.smw25.net](http://www.smw25.net)**







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## International Training Institute

For the Sheet Metal and Air Conditioning Industry

### Your Career in Sheet Metal

The sheet metal industry needs highly skilled and motivated workers. Through courses offered by ITI's training centers, you can get the high-quality education and training designed to give you a rewarding career. As an apprentice, you participate in both on-the-job training and classroom study, allowing you to practical experience while learning the technical aspects of the industry. Is a career in sheet metal right for you? Keep reading to learn more or contact your local JATC today.

### Being an Apprentice

When you enter an apprenticeship, you agree to work in an on-the-job training program and attend specialized classes for between four and five years. As an apprentice, you:

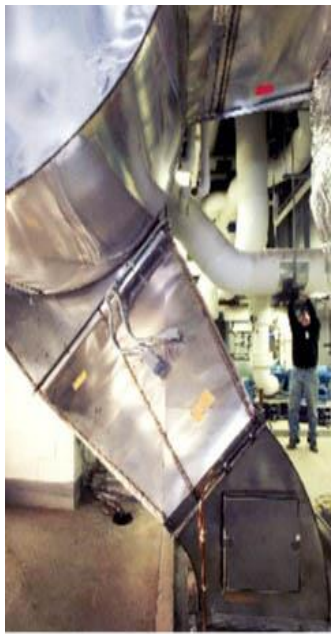
- Earn a good salary while learning your trade – a salary that increases as your skills and knowledge increase
- Pay little to no tuition costs or fees
- Receive books and other educational material free of charge
- Learn from instructors who have hands-on experience in the sheet metal industry
- Put everything you learn to work right away—your career begins with your apprenticeship
- Graduate without student loan debt

### Qualifications to be an Apprentice

As with any other field, there are some basic requirements for a career in the sheet metal industry. You'll need a high school or GED diploma, and in some parts of the U.S. and Canada, you might have to take a written exam or complete a personal interview. Other skills needed include:

- Good physical condition
- Above average mechanical and math skills
- Good eye-to-hand coordination
- Understanding spatial relationships
- Understanding how patterns are used to create metal forms
- Excellent work and study habits
- Ability to work well in teams
- Solid reasoning skills
- Problem solving capability
- Enjoy working with your hands
- Reliable and responsible





Once you complete your core curriculum, you can continue to learn and specialize in one or more areas. These specialized areas include:

- Heating Ventilating and Air Conditioning (HVAC)
- Architectural Sheet Metal
- Detailing
- Service and Refrigeration
- Testing Adjusting and Balancing (TAB)
- Residential Heating Ventilating and Air Conditioning (HVAC)
- Sign Industry
- Industrial Welding
- Roofing

**Why Join The Union?** - As an apprentice you will become a member of your local union. Working people join unions so that they can voice their concerns about the work they do. Unions work to improve conditions for workers in these areas like pay, safety, benefits and working conditions. Unions are also democratic organizations and officers are elected by members. These officers negotiate contracts with the owners of a company on behalf of the workers.

Union workers earn better wages and benefits than nonunion workers. Compared with nonunion workers, a greater percentage of union members have guaranteed pensions and health insurance benefits.

Here are some benefits you can expect from your union membership:

- Life and health insurance programs
- A pension plan
- A vacation program
- A journeyman card\*
- An exceptional training program
- Industry publications and information
- A written guarantee that tells contractors that you will work for a professional wage
- Representation on job disputes
- Multitude of career paths
- Acceptance into a strong, union brother- and sisterhood

\* Upon attaining journeyman status (This card is recognized internationally.)

