Basic job skills:

Tinsmith

**Tasks for the tinsmith:**

* carry out assignments based on work orders on construction sites or on a customer’s premises
* plan, execute and inspect tinsmith work
* conduct self-inspections of the work performed
* communicate with other parties such as colleagues, other craftspersons, construction site managers, suppliers and customer
* use email to communicate with the employer, client and suppliers
* be familiar and comply with internal procedures, standards and legislation
* order goods based on lists of materials from suppliers

**Reading**

**On a daily basis the tinsmith will:**

* read work drawings
* read short notes and instructions, their own and others’ to-do-lists
* read information in testing and inspection plans and checklists
* read signs and information posters
* read messages and emails

**Regularly the tinsmith will:**

* read descriptions and instructions relating to the work
* read packing slips and check that they match the delivered goods
* read lists of tools and equipment required for various work operations
* read information about health, safety and the environment (HSE), brochures, safety data sheets and information posters
* read internal procedures and instructions
* read detailed job specifications
* read environmental and waste management plans

**Occasionally the tinsmith will:**

* read excerpts from laws and regulations
* read technical provisions
* read information and forms concerning their own employment relationship
* read route descriptions
* read training material in connection with courses and other training

**Writing**

**On a daily basis the tinsmith will:**

* keep track of their own hours
* keep a travel log
* write messages and emails
* fill in forms and checklists for work quality and non-conformities

**Regularly the tinsmith will:**

* prepare a list of required tools and equipment for an assignment
* write notes and to-do lists for themselves and others
* sign for the receipt of goods

**Occasionally the tinsmith will:**

* write brief reports, change notifications and non-conformity reports
* set up overviews of the work performed
* write work orders and document orders for additional work
* fill in forms and prepare documentation in relation to certification requirements and ISO standards
* fill in self-certificates and medical certificates
* fill in forms relating to their own employment relationship, holiday applications and wage demand forms
* write tender documents and underlying invoice documentation
* fill in non-conformity forms in the event of serious incidents

**Oral skills**

**On a daily basis the tinsmith will:**

* talk to others to coordinate the work
* give oral reports on progress to the supervisor and employer
* receive instructions and discuss the work with superiors
* make agreements with customers regarding progress and describe the work
* discuss the choice of solutions with clients and customers

**Regularly the tinsmith will:**

* talk to suppliers
* receive training and instructions
* attend various meetings
* discuss plans and drawings/detailed solutions with others
* take part in lunch and break conversations

**Occasionally the tinsmith will:**

* order parts and equipment from suppliers
* discuss their own employment relationship
* participate in formal training and certification
* report acute incidents or accidents
* ask if anything is unclear
* inform new and temporary staff about work procedures
* conduct performance reviews with the supervisor

**Numeracy**

**On a daily basis the tinsmith will:**

* take measures of fittings and ventilation components and prepare production documentation
* use work drawings and convert them to full scale
* calculate how much material will be required for a job
* calculate and record the time required for a job

**Regularly the tinsmith will:**

* prepare work sketches for production in their own workshop
* program computerised sheet metal benders
* prepare overviews of materials consumption
* keep an overview of stocks
* compare prices from different suppliers
* calculate piecework pay based on fixed rates
* check their own payslip
* calculate travel times using maps, road atlases or GPS
* make estimates of costs on behalf of customers

**Occasionally the tinsmith will:**

* calculate the air requirements of a room
* calculate the piecework rate for a job
* assess staff requirements on the basis of a progress schedule and the workload
* check stocks
* create cost estimates for bigger assignments
* calculate milage allowances

**Digital skills**

**On a daily basis the tinsmith will:**

* program computerised machines
* search the internet and intranet
* keep track of own activities in a calendar
* write electronic non-conformity reports
* send and receive messages and emails
* use digital tools to communicate with the employer and customers

**Regularly the tinsmith will:**

* submit information about completed assignments to the employer
* document performed work digitally
* send emails with attachments
* use various computer programs relating to work tasks
* search for and respond to enquiries about assignments online
* trace shipments and determine delivery times
* use a smartphone and tablet with different apps relating to tasks

**Occasionally the tinsmith will:**

* enter and store contract information electronically
* take photos to document non-conformities or work performed
* use spreadsheets for various calculations
* use GPS to find the right destination
* search the internet for product information, laws and regulations
* use e-learning applications to renew certifications
* use digital drawing software
* use social medial to advertise their own business
* update electronic travel logs
* use various digital arenas for collaboration and communication
* use QR codes and barcodes as needed
* use standard office software