



PERSONNEL COMMISSION

Class Code: 0111
Salary Range: 28 (C2)

GLAZIER

JOB SUMMARY

Under general supervision, to install, replace and repair glass for windows, doors, transoms, walls, cabinets, skylights and other selected equipment; to cut and smooth edges of glass or other related materials; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Remove old putty and broken glass from wood or metal window frames; measure, cut new glass and fasten glass into sash and spread and smooth new putty around using glazing putty knife to seal window. **E**
- Make patterns of table tops, desk tops, cut glass by free hand and also using straight edge of glasscutter tool. **E**
- Measure, cut, polish circles, using circle cutters and glass pliers. **E**
- Smooth or polish edges of glass using belt sander with abrasive belts, or water-cooled upright belt sander. **E**
- Remove and disassemble metal stops of aluminum doors and clean out any remnants of glass or obstructions, measure, cut and install safety material such as laminated wire glass, plastic, etc.; adjust lead blocks and re-adjust door for proper alignment of door, reinstall stops, make sure door locks and operates correctly. **E**
- Measure and order specific materials for given opening such as tempered, laminated or wire glass. **E**
- Cut mirrors, seam polish edges, cut and install metal track and glue to walls; measure, cut, or drill aluminum mirror frames; layout installation spot on wall; drill and anchor properly to wall leaving no sharp edges. **E**
- Cut laminated, wire, plastic, and raw glass; install according to required safety codes. **E**
- Remove, repair, and replace broken shower door glass or measure and install whole new frames and glass in opening. **E**
- Build and repair glass showcases; cut laminated glass seam and install stainless steel edge protection on glass; polish edges of glass; install new rollers, new top and bottom track and finger pulls. **E**
- Remove large glass, plastic or material from store front systems; order new glass or material and install according to building and safety codes. **E**
- Measure and install louver hardware operators and glass. **E**

- Set up ladder scaffolding or man driven and operated lifts or aerial ladder to perform work in high elevations or roof tops. ***E***
- Take and write measurements of skylight frames; remove and replace various types of skylight glass; measure, fabricate and install metal flashing for skylights. ***E***
- Remove, measure cut polish, and install a wide variety of related material for light tables, fish tanks, bulletin boards, tables, desk tops, fire extinguishers, boxes, glass cabinets, picture frames, sneeze rails, pass-through windows etc. ***E***
- Measure and install or repair or fabricate various types of window screens, screen doors with aluminum screen, or fiberglass screen; change closers, hinges and handles. ***E***
- Cut patterns and install flat or curved glass for trucks, golf carts, cushmans etc., including mirrors. ***E***
- Measure and install various types of new aluminum windows and doors, such as block frames and retro fits. ***E***
- Order materials from selected catalogs and complete requisitions for appropriate supplies. ***E***
- Keep accurate records of jobs completed. ***E***
- Operate a District vehicle. ***E***

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Glazier performs a variety of skilled glazing work at District sites.

EMPLOYMENT STANDARDS

Knowledge of:

Building and safety codes.

Removal of glass in storefront glazing systems.

Fabricating and glazing of glass.

Glass fasteners.

Cutting different glass such as raw, laminated or wire.

Proper use and application of caulking.

Applications and limits of materials such as acrylic, lexan and plastic in glazing work.

Record keeping.

Ability to:

Read and interpret plans and specifications.

Measure and cut glass accurately.

Prepare glass for installation.

Fabricate parts for unusual glazing installations.
Operate hand and power tools used in glazing.
Keep accurate records.
Perform simple arithmetic calculations.
Contact vendors to obtain information on materials and prices.
Operate a vehicle observing legal and defensive driving practices.
Establish and maintain effective working relationships with others.

Training:

Equivalent to graduation from high school and completion of a recognized apprentice training program of at least three years.

OR

Experience:

At least three years of experience in a wide variety of glazing assignments, one year of which must be at the journey level.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment. .

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Indoor and outdoor work environment and occasional inclement weather; working in closed spaces and roofs; subject to odors, fumes, dust; driving District vehicle from site to site.

PHYSICAL DEMANDS

Climbing ladders and working from heights; occasionally working from a crane lift; standing for extended periods of time; dexterity of hands and fingers to operate hand and power tools; bending at the waist; reaching overhead, above shoulders and horizontally; lifting and carrying up to 60 pounds; kneeling, crawling, fingering, and pushing.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 3/2/2000

Revised: 4/23/2020