



Job Description

POSITION CODE: 675
Classified Group: CSEA
Salary Range: 37
Work Days: 261
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POSITION TITLE: Lead Glazier

DEFINITION: Under general supervision, removes and installs glass and plastic in windows, doors, and other areas. This is the working lead level.

DIRECTLY RESPONSIBLE TO: Supervisor, Building Maintenance

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Attends pre-construction meetings and inspects pre-construction blueprints in order to provide input for upcoming projects.
2. Establishes priorities for the shop; plans, assigns, inspects, and directs the work of district Glaziers.
3. Attends pre- and post-construction walkthroughs at sites for conformity with codes and regulations.
4. Conducts on-site survey of work to be performed.
5. Computes time and material costs by estimating labor hours and ordering materials by telephone, fax, or online.
6. Coordinates with other shops and departments to complete work.
7. Ensures safety precautions are observed.
8. Provides instruction on complex tasks.
9. Removes putty, broken glass, and plastic.
10. Cuts, repairs, replaces, or installs glass or plastic in sash and sliding windows, doors, trophy cases, speak holes, skylights, exit signs, light fixtures, desk tops, dual glazed units, curtain walls, store fronts, and other areas.
11. Installs glass in new construction and remodeling projects.
12. Loads and transports glass.
13. Screens and re-screens windows and doors.
14. Fabricates, installs, and repairs window hardware including locks, latches, and stops.
15. Sharpens and maintains tools.
16. Builds and fabricates frames.
17. Erects scaffolds, ladders, and extension ladders.
18. Initiates, modifies, and closes work orders in automated system.
19. Cuts, seams, and installs louvers.
20. Replaces or installs auto and other mirrors.
21. Applies sun screen materials.
22. Operates aerial lift, powered industrial truck, district vehicle, and a variety of hand and power tools.
23. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Completion of formal apprenticeship or equivalent on-the-job training program; journey level glazier experience.

Licenses and Certificates:

- Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license
- Must possess or attain an Aerial Lift Operator Safety Certification within 12 months of employment
- Must possess or attain a Powered Industrial Truck Operator Safety Certification within 12 months of employment

Knowledge, Skills, and Abilities:

- Knowledge of standard practices, methods, materials, tools, equipment, hazards, and safety precautions of the glazing trade
- Knowledge of building codes related to use of glass materials
- Knowledge and skill in use of computers and assorted software programs
- Ability to read and understand blueprints
- Ability to apply basic math concepts such as computing square footage
- Ability to rig and work from ladders and scaffolding
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor work environment
- Seasonal hot/cold weather
- Moderate noise from equipment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Inspect documents and other written materials with fine print
- Hear for safety purposes
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Move about schools and facilities to conduct work, including climbing, balancing, bending, stretching, stooping, kneeling, crouching and remaining in a stationary position for long periods of time
- Transport, move, and lift objects weighing up to 75 pounds
- Ascend/descend ladders
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Work in high or precarious places
- Exposure to fumes or airborne particles

Other Characteristics:

- Willingness to respond to emergency calls at night or on weekends

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved:	8/9/2017
Adopted:	6/1/1972
Revised:	6/29/1972
Revised:	8/1/1972
Revised	4/1/1974
Revised:	3/17/1995
Revised:	5/1/2017