MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Glazier-Carpenter

REPORTS TO: Maintenance Manager

DEPARTMENT: Maintenance, Operations & Facilities

CLASSIFICATION: Classified

SALARY: Teamster Range 533

BOARD APPROVED: April 16, 2025

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of glazing and carpentry services with specific responsibilities for installing, repairing, and maintaining glass and glazing systems, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Diagnoses causes of problems and failures in glazing systems for the purpose of identifying repair and replacement needs. **E**
- Performs skilled glazing maintenance work in the repair, installation and alteration of a wide variety of glazing system including cutting, fitting, installing, and replacing glass and mirrors in windows, doors, partitions, and other school district structures. **E**
- Ensures proper sealing, caulking, and weatherproofing of all installed glass,
- Installs metal and wooden window frames, doors, and related hardware. **E**
- Works with tempered, laminated, safety, and other specialty glass materials
- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to Maintenance Manager. **E**
- Analyzes blue prints, schematics, and drawings of glazing systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.

- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Various types of glass and glazing materials.
Safety standards and building codes related to glass installation.
Proper use of tools and equipment for glazing work.
Techniques for measuring, cutting, and installing glass.
Ability to read and interpret blueprints and technical drawings.
Strong hand-eye coordination and manual dexterity.
Ability to work independently and as part of a team.
Effective problem-solving skills and attention to detail.
Physical ability to lift and carry heavy glass, work at heights, and use power tools safely.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. A combination of training and experience equivalent to the completion of formal glazing training or recognized apprentice program; four years of glazing experience, of which two years must have been at the journey-level. Verification required.

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LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.