Job Description
MOORE PUBLIC SCHOOLS

Job Title:Glazier/Hardware

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record

Education: High school, GED or equivalent experience for a glazier and to repair door hardware.

Training or Experience Required: Between 3 to 4 years of directly related experience with glazing, hanging doors, metal frame installation and locks and door hardware.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic blueprints, charts, diagrams, maps or instruction material.

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through extensive experience and/or specialized training. The most complex tools or equipment necessary to perform satisfactory include 40 foot lift for working at heights. Must not be afraid to work at heights.

Must be able to plan and organize work; weld and understand life safety codes.

Site: Various

Reports To: Director of Maintenance

Job Goal (Purpose of Position): Performs skilled/full journey level duties under general supervision to help maintain the physical school plant by repairing broken windows, by properly securing buildings, and by assisting in the repair/replacement of door hardware.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion he will have to interpret policies and procedures and follow predetermined solutions established by higher level supervision or operating procedures.

Contact with Others: An incumbent in this position has regular contact with members of own staff or district and with the public. On occasion will be required to call manufacturer of equipment/products to obtain necessary information to do job. Some interpersonal interaction or communication is required.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self discipline and effective problem solving are necessary for the success of the position.

Essential Job Functions:

1. Performs general glass work, repairing windows, replacing glass and reglazing windows.

2. Replaces glass with aluminum or wood panels.

3. Installs or assists carpenter to install metal doors, frames, closers, panic bars, window hardware. Repairs/replaces baseboards.

4. Repairs door closures.

5. Repairs lockers.

6. Cleans work area and maintains locksmith and glazier shop and tools, including assigned vehicle.

7. Informs supervisor of security problems. Informs him of needed tools and supplies to perform job.

8. Operates lift for working at heights.

9. Assists other maintenance personnel and performs other duties as assigned.

Supervision exercised: An incumbent may supervise a part time employee.

Physical/Mental Requirements and Working Conditions:
In a work day, the employee may sit up to 4 hours per day; stand/walk 4-8 hours per day.

Employee's job requires frequent bending/stooping, squatting/crouching, crawling/kneeling, reaching above shoulder, and pushing/pulling.

Employee's job requires frequent carrying/lifting of up to 75 pounds for doors, frames, windows, etc. Job requires employee to use both feet for repetitive movements as in operating foot controls; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate hand and power tools, and ladders. Employee must possess hearing/speaking ability to provide instructions and communicate.

Employee's job requires working on unprotected heights (roofs); Use of/close to machinery; working in the outdoors with temperature changes; driving motorized equipment; exposure to toxic gas, dust, solvents, fumes, gases.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT: 261 days per year

SALARY: Category D

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Revised 1998-99 Negotiated Contract
Approved 08-09-93
Revised 01-16-01