

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Glazier	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	042 OSS
REVISED:	March 26, 2003		

BASIC FUNCTION:

Perform skilled glazing work in the construction, maintenance, and repair of school buildings and equipment.

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

E = Essential Functions

Remove, measure, cut, set, and install a variety of glass and mirrors in windows, doors, skylights, display cases, and other areas. **E**

Observe safety precautions in working from ladders and scaffolds and in removing broken glass and putty. **E**

Remove broken louvers and disassemble sash. **E**

Submit list of required materials and keep time records. **E**

Load glass onto and drive a van. **E**

May adjust metal window and door frames and fit glass panels into frames.

Operate hand and power tools. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to completion of a recognized glazier apprentice training program or equivalent journey level commercial or residential glazier experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Materials, tools, and methods common to the glazier trade.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Measure, cut, set and remove various types of glass and mirrors.

Operate standard office equipment including microcomputers and related software applications.

Determine types and estimate quantities of materials needed for various jobs.

Work in a safe manner around pupils and school staff.

Drive a van on city streets and school grounds.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor setting.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift heavy objects.

Revised 4.2.04—PeopleSoft

Job Code 8110

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