

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Lead Glazier	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Maintenance and Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	048 OSS
<b>REVISED:</b>	July 1, 2002		

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**BASIC FUNCTION:**

Participate in and direct the work of journey level Glaziers and help in the installation, replacement, repair, and maintenance of windows, screens, and related equipment; inspects, plans, and estimates glazing work on school facilities.

**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**

Work with and lead a crew engaged in removing and replacing broken glass and putty from windows, doors, skylights, and other school structures. **E**

Make periodic surveys to determine or verify repair or maintenance needs. **E**

Arrange for construction of screens as needed; plan for repairs; fabricate and maintain a variety of screens including security screens. **E**

Prepare layouts or sketches as required. **E**

Meet with architects as required and make recommendations on appropriate types of windows and screens. **E**

Determine need for and arrange for vendor inspection of windows or screens for remodeling or new construction; conduct inspections and prepare estimates of labor and material costs. **E**

Prepare orders for materials; monitor records of time and materials to prevent cost overruns and provide reports. **E**

Ensure proper maintenance of repair vehicles, shop tools, and equipment. **E**

Train and direct the work of Glaziers and other assigned staff and inspect completed work. **E**

Drive a truck. **E**

Enforce safety regulations; may respond to after-hour security emergencies at district facilities. **E**

Schedule and coordinate work with that of other maintenance and operations programs and with school personnel. **E**

Determine priorities of work. **E**

Operate a microcomputer to access and maintain status of work orders. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, or experience equivalent to completion of a recognized glazier apprentice program and two years of recent, full-time, paid, journey level glazing experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

Possession of hand tools common to the trade.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Materials, tools, and methods common to the trade.

Appropriate safety precautions and of applicable laws and codes.

Reading blueprints, plans, and specifications.

Reading and writing English communication skills.

**ABILITY TO:**

Prepare sketches or layouts and to estimate labor and material costs.

Establish and maintain effective working relationships with others.

Direct the work of others.

Plan and organize work.

Learn basic use of personal computer.

Meet schedules and time lines.

Maintain records.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor or outdoor setting; working with tools and equipment.

**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 equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting heavy objects.