

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: GLAZIER

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, perform skilled glazing work involved in installing and repairing glass in school buildings and automotive equipment.

REPRESENTATIVE DUTIES:

Perform skilled glazing work involved in installing and repairing glass in school buildings and automotive equipment; cut and install safety glass in buses, trucks and passenger cars; install mirrors on vehicles. **E**

Remove putty and broken glass from windows, doors, transoms and skylights in school and office buildings; measure size of openings; cut and set new glass. **E**

Work with either wood or steel sash, mixing and applying putty and installing metal settings or wood moldings to make glasswork secure and watertight. **E**

Remove and replace window hinges, latches, locks, friction shoes, awning-type closures and other window hardware. **E**

Lay out work; estimate cost, time and materials requirements; maintain related records. **E**

Determine grade, size and type of glass; complete and submit requisitions for needed supplies and materials; communicate with vendors, suppliers and manufacturers as necessary to discuss the availability, price and quality of glass, hardware and other supplies; order supplies on open purchase orders as authorized. **E**

Cut and install plate glass for desk and table tops and showcases; cut and install glass materials such as plate glass mirrors, aluminum plate and security glass; cut and install glass in fire alarm pull boxes and fire extinguisher cabinets. **E**

Identify asbestos-containing materials and notify supervisor or other appropriate personnel to instigate abatement procedures as required. **E**

Operate tools and equipment utilized in the glazing trade. **E**

Establish and implement prudent safety policies and procedures relative to the glazing function and work area. **E**

Operate a District vehicle to conduct work; clean and service assigned vehicle. **E**

Assist other maintenance personnel as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials and equipment used in glazing.
Types and sizes of a variety of glass.
Methods and procedures for glass installation.
Health and safety regulations.
Technical aspects of field of specialty.

ABILITY TO:

Perform skilled glazing work involved in installing and repairing glass and related hardware in windows and doors in school and office buildings and automotive equipment.
Determine grade, size and type of glass.
Replace a variety of glass.
Prepare cost estimates.
Understand and follow oral and written directions.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Maintain routine records and prepare reports related to work performed.
Work cooperatively with others.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of journey level work in the glazing trade.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate specialized glazing tools and equipment, reaching overhead, above the shoulders and horizontally, standing for extended periods of time, bending at the waist, bending, pushing, moving moderately heavy objects.

HAZARDS:

Working with sharp and fragmented glass; asbestos.