



Office of Human Resources
Glazier - CJ2526
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Cuts, installs, and replaces all types of glass in public facilities.

Distinguishing Characteristics

This call cuts, installs, and replaces all types of glass. This class is distinguished from the Facility Maintenance Technician class that performs full performance journey level work in one skilled trades area and performs standard level work in a variety of semi-skilled trades areas for the purposes of construction, maintenance, and repair of City facilities and/or equipment. The Glazier is also distinguished from the Maintenance Technician that performs standard performance, semi-skilled trades work in a variety of trades areas for the construction, maintenance, and repair of City facilities and equipment.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Installs all types of glass such as single pane, double pane, and security glass in public facilities.

Analyzes different types of glass and associated costs to meet special needs when fabricating replacement glass and designing special projects.

Applies sealants to prevent leakage and water damage.

Works from blueprints and specifications in the installation and replacement of glass.

Measures, determines size and type of glass required, and places order.

Removes broken glass and ensures proper disposal.

Installs floor closures, surface mounted closures, and overhead concealed closures.

Maintains records and prepares daily activity reports.

Assists other skilled trades workers as desired.

Participates in snow removal duties as assigned.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Arithmetic – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Completion of a recognized apprenticeship program in glazing.

Education & Experience Equivalency

None

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to cold temperatures, cold enough to cause bodily discomfort.

Potential exposure to heat temperatures, hot enough to cause bodily discomfort.

Noise: sufficient noise to cause distraction or possible hearing loss.

Potential exposure to hazardous conditions where there is danger to life, body, and/or health.

Potential exposure to hazards from electrical/mechanical/power equipment.

Subject to burns and cuts

Subject to injury from moving parts or equipment.

Subject to precarious or high locations.

Subject to varying and unpredictable situations.
Subject to many interruptions.
Pressure due to multiple calls and inquiries.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Field of Vision: ability to adjust vision to bring objects into focus.
Balancing: maintaining body equilibrium to prevent falling over.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Climbing: ascending or descending objects usually with hands and feet.
Color vision: ability to distinguish and identify different colors.
Crouching: bending body downward and forward by bending legs.
Depth Perception: ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Vision Far acuity: ability to see clearly at 20 feet or more.
Feeling: perceiving attributes of objects by means of skin receptors.
Field of Vision: ability to see peripherally.
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working the hand(s).
Hearing: perceiving the nature of sound by the ear.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Vision Near acuity: ability to see clearly at 20 inches or less.
Reaching: extending the hand(s) and arm(s) in any direction.
Repetitive motions: making frequent movements with a part of the body.
Sitting: remaining in the normal seated position.
Standing: remaining one one's feet in an upright position.
Talking: Expressing or exchanging ideas by means of spoken words
Walking: moving about on foot.
Stooping: bending the body by bending spine at the waist.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-617

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: