

JOB DESCRIPTION
Grossmont Union High School District

GLAZIER

Purpose Statement:

The job of Glazier is done for the purpose/s of maintaining, replacing and repairing glass and glass-related products at District owned facilities; installing and replacing glass windows, doors, display cases, and other fixtures; and installing and replacing window screens and screen frames. Incumbents in this classification provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports learning.

This job reports to Executive Director, School Construction Building Services

Essential Functions

- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Estimates time and material costs for the purpose of determining costs for specific jobs.
- Glazes windows, doors, cases, etc. (e.g. caulking, weather proofing structures, replaces broken windows, etc.) for the purpose of maintaining the district facilities in a safe and comfortable condition.
- Inspects district facilities (e.g. basketball backboards, backboard padding, trophy case glass, display cases, windows, screens, etc.) for the purpose of ensuring safety and cleanliness, and identifying necessary repairs.
- Installs glass and screening for the purpose of maintaining comfort and security of District facilities.
- Maintains tools and/or glazing equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Repairs various glass items (e.g. aquariums, display cases, basketball backboards, backboard padding, trophy cases, windows, screens, door lights, window frames, etc.) for the purpose of maintaining District facilities in a safe and attractive condition.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Installs items (e.g. ceiling tile, floor tile, rubber cove base molding) for the purpose of maintaining comfort and security of District facilities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, materials, tools and equipment used in cutting, setting and installing various kinds of glass; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As required for position

Certificates & Licenses

Valid California Driver's License

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit I 51