

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Journeyman Glazier
Supervisor's Title: Lead
Date Prepared: 2/99 **Date Reviewed:** _____ **Date Reviewed:** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____
Job Location: Maintenance Services **Lane** _____
Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Cuts and installs glass in windows or on surfaces. Fastens glass panes into wood and metal sash and spreads and smooths putty around edge of panes. Installs mirrors. Builds frames and screens. Installs show case hardware, track and locks.

ESSENTIAL FUNCTIONS

- Repairs or replaces broken glass including windows, mirrors, fish tanks, greenhouses, windshields and doors.
- Repairs frames, sashes and reinstalls putty and screens to windows and doors.
- Cuts and finishes when applicable to all glass and mirrors.

NON-ESSENTIAL FUNCTIONS

Occasional duties as assigned (within skill level).

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must have professional skill at the level required to perform items contained in job description. Must be skilled in the use of hand tools, cleaning supplies, small power tools, building materials, scaffolding and blue prints. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan work and organize temporary workers, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license

REQUIRED PRIOR WORK EXPERIENCE

Must have completed two years of work experience with demonstrated competence.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

Assesses damages to glass installations and makes appropriate repair or replacement decisions. May advise with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision.

SUPERVISION

Requires ability to motivate temporary workers, also, plan and initiate activities with minimum supervision. Responsible for planning work as assigned, assuring a high quality of the finished product. Makes specific work assignments and monitors performance of assigned employees. The work supervised can be complex. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

Works under conditions which entail some sacrifice of personal comfort. Sustained work with constant physical strain. Must remove broken glass carefully, protecting self and other nearby persons. Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.