

# ELK GROVE UNIFIED SCHOOL DISTRICT

## **CLASS TITLE: MAINTENANCE GLAZIER**

### **BASIC FUNCTION:**

Under the direction of the Area Supervisor-Maintenance, perform journey-level work in the installation and replacement of glass, mirrors, Plexiglas and related hardware in school buildings.

### **ESSENTIAL FUNCTIONS:**

Remove and install glass, mirrors and Plexiglas in school buildings for windows, showcases, louvers, storefronts and other articles made of glass.

Remove putty and broken glass from windows, transoms and doors; repair or replace screens and screen fences.

Cut, seam and install new mirrors.

Utilize a variety of materials, including wood and metal sash; mix and apply putty and install metal settings or wood moldings; assure secure and watertight installation.

Estimate materials cost and submit requisitions according to established procedures; receive quotes and order supplies; maintain cost records and maintain related reports.

Read blueprints, sketches and other drawings; provide input on new construction projects as assigned; review and comment on building plans and specifications for modernization and new building projects.

Operate and maintain a variety of specialized equipment; drive a vehicle to conduct work.

Repair and replace aluminum and roll up security louvers.

Communicate with District, school and other administrators to coordinate maintenance activities; respond to emergency situations as necessary.

Mix, match and apply paint as assigned.

Respond to 24 hour emergency call as assigned.

Assist other maintenance staff on projects as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods materials, tools and equipment used in cutting, setting and installation of various kinds of glass.  
Proper use of putty and molding as applied to wood and metal.  
Basic record-keeping techniques.  
Health and safety regulations and Hazmat procedures.  
Proper lifting techniques.  
Technical aspects of field of the glazing trade.  
Operation of office equipment including a calculator, computer and applicable software.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Operate and maintain specialized tools of the glazing trade.  
Maintain routine records.  
Meet schedules and time lines.  
Observe legal and defensive driving practices.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Use a breathing respirator as needed.  
Speak, read and write English at a level required for satisfactory job performance.  
Operate scissor lift and man lift.  
Maintain consistent, punctual and regular attendance.  
Climb ladders and work from heights.  
Stand for extended periods of time.  
Perform heavy physical labor.  
Move hands and fingers to perform glazing work.  
Bend at the waist, kneel and crouch.  
Reach overhead, above the shoulders and horizontally.  
Use proper lifting methods.  
See to read blueprints and schematics and perform glazing work.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by completion of an approved glazing apprenticeship program and three years of journey-level glazing work experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
Incumbents must obtain certification to wear a respirator within probationary period.  
Floor-lift 90 pounds and arm-lift 90 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

**HAZARDS:**

Exposure to cuts and other abrasions from working with glass.

Exposure to lead and asbestos in glazing compounds and paint.