

FRESNO UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Lead Glazier	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	May 19, 2021	SALARY:	FTA – Trades Hourly Salary Schedule Grade M-62

Basic Function:

Perform skilled, journey level glazing work in the construction, maintenance, and repair of school buildings and equipment. Perform duties as a working lead, coordinating journey level glazier work while providing hands-on participation in installation, replacement, repair, and maintenance of windows, screens, and related equipment; inspects, plans, and estimates glazing work on school facilities.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities with this classification, but is intended to accurately reflect the principal job elements.)

Leads, direct, participates in, and provides insight into the maintenance and improvements of glazing and related system operations and computerized maintenance management systems that support work order management and preventative, corrective, and predictive maintenance programs associated with glass windows and doors throughout the district. *E*

Work with and lead a crew engaged in removing and replacing broken glass and putty from windows, doors, skylights, and other school structures. *E*

Make periodic surveys to determine or verify repair or maintenance needs. *E*

Arrange for construction of screens as needed; plan for repairs; fabricate and maintain a variety of screens including security screens. *E*

Prepare layouts or sketches as required. *E*

Meet with architects as required and make recommendations on appropriate types of windows and screens. *E*

Determine need for and arrange for vendor inspection of windows or screens for remodeling or new construction; conduct inspections and prepare estimates of labor and material costs. *E*

Prepare orders for materials; monitor records of time and materials to prevent cost overruns and provide reports. *E*

Drive a truck. *E*

Determine priorities of work. *E*

Operate a computer to access and maintain status of work orders. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and training equivalent to glazier apprenticeship program and five years journey-level glazing work experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; successfully pass a Class B physical exam.

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.

Technical aspects of field of the glazing trade.

ABILITY TO:

Operate and maintain specialized tools of the glazing trade.

Maintain routine records.

Meet schedules and timelines.

Observe legal and defensive driving practices.

Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

Climbing ladders and working from heights; standing for extended periods of time; heavy physical labor; dexterity of hands and fingers to operate; bending at the waist; reaching overhead, above the shoulders and horizontally.

HAZARDS:

Fumes from solvents; working around and with machinery having moving parts; working at heights; exposure to cuts and other abrasions from working with glass.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions