Classification Summary
Measures, cuts, and installs window glass, mirrors, and related hardware in District buildings or motor vehicles; develops specifications for contract work.

Supervisory Relationships
Reports to the Maintenance Supervisor. May be required to provide technical direction to Glazier or other District staff.

Distinguishing Characteristics
Distinguished from Glazier by requirement to perform more technical work in designing windows systems and estimating project costs.

Examples of Duties
1. Inspect installation or repair jobs for conventional or insulated windows, skylights, cabinet doors, windshields, aquariums, and desk tops requiring glass work. Prepare cost estimates.
2. Measure frames and cut glass or mirrors to size. Remove broken glass and clean frame of old putty; rebed new glass using appropriate materials.
3. Cut and grind hollow glass tubes for boiler sight glasses. Fabricate customized parts for other tradespersons when parts are obsolete or unavailable commercially.
4. Perform special prototype equipment design and fabrication projects for the special education department, such as wheelcovers for wheelchairs.
5. Design and install vandalism resistant windows as requested. Research materials and installation to assure window is within building code standards.
6. Prioritize and schedule assignments based on urgency of work.
7. Diagnose and repair or replace broken parts of venetian blinds, audio-visual screens, window shades, and related equipment.
8. Assist supervisor in writing technical specifications for replacement and maintenance of glass windows contracted outside firms.
9. Order and maintain inventory of materials and equipment used the department. Maintain records of vendors to facilitate ordering parts and materials.
10. Maintain accurate records of materials used and work performed.
11. Perform related work as required.

Required Knowledge, Skills And Abilities
1. Comprehensive knowledge of glass cutting and installation techniques including the use of adhesives, wood and aluminum bead, steel stops, clip fasteners, putties, and caulks.
2. Ability to operate hand and power tools such as water-cooled continuous belt grinder, gasoline and electric manlifts, glass cutters, and measuring tools such as protractors and calipers.
3. Ability to apply safety precautions in the cutting and handling of glass; ability to work safely in the proximity of students and co-workers.
4. Working knowledge of mathematics principles as applied to the measurement and calculation of dimensions.
5. Ability to perform general mechanical repairs to window shades.
**Minimum Qualifications For Class Entry**

Two years of experience equivalent to a journey level glazier, preferably in a school setting.

**Work Environment**

Work is performed in the maintenance department shop and in District buildings. Assignments may require lifting of heavy objects, working at heights or in awkward or tiring positions, exposure to inclement weather conditions, and exposure to risk of injury from glass breakage. Incumbents may be required to perform emergency repairs during evening or weekend hours.