

SENIOR GLAZIER

DEFINITION

Assists in managing the overall Glass Shop operations in maintenance and operation's central shops.

TYPICAL DUTIES

Surveys sites and plans, schedules, inspects, and certifies completion of operations performed by District and contract personnel involving the construction, maintenance, repair, and alteration of facilities.

Develops, reviews, and revises work schedules.

Confers with supervisors on job requirements, plans, and schedules.

Prepares job estimates, scope of work, and sketches of work required.

Plans, coordinates, and schedules projects with District personnel, community representatives, contractors, vendors, and the public.

Prepares correspondence, reports, instructions, description of tasks, and related documents.

Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.

Orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.

Provides work direction to craft personnel.

Identifies and evaluates equipment, supplies, techniques, and systems.

Ensures compliance with procurement procedures.

Coordinates resolution of construction project issues in accordance with District policy, applicable laws, and regulations.

Obtains contracts from private vendors and interacts with, coordinates, and inspects the work of contractors.

Performs journey-level duties as needed.

Substitutes for the immediate supervisor during absences.

Enters work order and requisition data utilizing computer systems.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Craft person assists a supervisor in managing the overall respective operations in District facilities.

A Glazing Supervisor schedules, supervises, and coordinates glazier personnel and glass installation and replacement in the District and is the technical expert on all glazing matters.

A Craft Person performs the journey level work within their specific unit in the maintenance and operations of District facilities.

SUPERVISION

General supervision is received from a higher-level supervisor. Work direction is exercised over lower-level employees.

CLASS QUALIFICATIONS

Knowledge of:

- Pertinent employee health and safety laws, practices, and regulations
- Methods of estimating cost of materials and labor
- Materials, tools, practices, and procedures of the glazing trade
- Qualities and characteristics of various types of glazing materials
- Costs of glass and other glazing materials
- Proper methods for lifting and moving heavy objects
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

Ability to:

- Read and interpret blueprints, plans, drawings, and specifications
- Enter and retrieve information using computers
- Recognize, analyze, and deal effectively with problems and issues
- Communicate effectively, both orally and in writing
- Work effectively with administrators, other District personnel, contractors, and the public
- Manage and direct multiple projects simultaneously
- Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
- Maintain confidentiality
- Plan glazing and related work in efficient sequences
- Measure, cut, install, and handle a variety of glazing materials

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, and maintain balance
- Ability to safely lift, push, pull, and carry fragile and non-fragile objects weighing up to 80 pounds
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Manual dexterity to work with fragile materials and steady hand coordination to apply putty or caulking
- Visual acuity to read drawings and figures

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in supervision or completion of the Exceptional Supervisor Certificate Program I offered by the Personnel Commission's Organizational Excellence Branch.

Experience:

One year of experience as a Los Angeles Unified School District Glazier or six years of experience in glass and glazing material installation, replacement, and repair, of which two years must have been at the journey-level.

Special:

Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

A Maintenance Planner Training Program Certificate is required by completion of the probationary period.

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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GM

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6-14-17
MHO

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