



## **LEAD GLAZIER**

**Job Code: 291WBE**  
**Bargaining Unit: 26**  
**Effective Date: 12/31/2003**

### **Description of Work**

#### **General Statement of Duties**

Supervises, assigns and performs the work involved in the repair, maintenance and renovation of glass and synthetic glazing in wood or metal sash or frames and related work as assigned.

#### **Supervision Received**

Works under the general supervision of the unit supervisor.

#### **Supervision Exercised**

Exercises general supervision over full-time and temporary glaziers.

### **Typical Duties Performed**

The listed examples may not include all the duties performed by all positions in this class.

Supervises and assigns the work of glaziers and other employees engaged in repair, maintenance and renovation of glazing.

Interviews, hires and lays off permanent and temporary glaziers.

Prepares reports and makes recommendations.

Estimated material and labor requirements for specific job and orders materials from storeroom or vendors.

Picks up materials (glass, tools, scaffolding) or any other special equipment needed.

Loads on glazing truck and delivers materials to the job site and erects scaffolding.

Cuts glass to required sizes.

Sets glass in new sash or replaces glass in old sash.

Fits and sets glass in leaded glass windows.

Sets glass in interior and exterior doors, cupboards and bookcases.

Sets glass in sash or on glazing ribs in greenhouses.

Removes old putts and glass before reglazing sash.

Replaces old or crumbled putty in sash or frames.

Cuts and installs molding or beading in connection with setting glass.

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### **Typical Duties Performed (continued)**

Cuts and prepares specialty glass, mirrors, glass sliding doors, speak holes and ticket and projection booths.

Cleans up job sites; disposes of broken glass in a safe manner.

Forwards complete work orders, time sheets and all related paper work to the appropriate clerk.

### **Knowledge, Skills and Abilities**

Considerable knowledge of glazing and caulking.

Knowledge of OSHA Safety Regulations.

Knowledge of Minnesota Safety Glazing Building Codes.

Knowledge of union rules and apprenticeship standards.

Knowledge of Civil Service Rules.

Considerable skill in cutting glass to required sizes.

Skill in using easel truck, hand and power tools, ladder, torches and drills

Considerable ability to communicate clearly and effectively.

Ability to fit and set glass.

Ability to maintain records and supplies.

Ability to prepare reports and recommendations.

Ability to interview, hire and lay off glaziers.

Ability to train glaziers on new techniques and products.

Ability to make critical decisions in case of emergency.

Ability to evaluate subordinates.

Ability to follow the priority policies of the District for glazing.

### **Minimum Qualifications**

High school graduation and possession of certificates evidencing the completion of training as an apprentice glazier and as an apprentice glass worker and five years of experience as a journey level glazier. Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license, with no suspensions or revocations within the two-year period to the date of appointment (suspensions for parking-related offenses excluded).