

JOB DESCRIPTION
Puyallup School District
Maintenance – Skilled Trades

GLAZIER

Purpose Statement

The position of Glazier is done for the purpose of installation of all types of glass including insulated repairs and installation.

Essential Functions:

- **Analyzes** maintenance project needs for the purpose of maintaining district facilities in a safe, operating condition
- **Assists** in the preparation of maintenance manuals detailing inspection, adjustment, and work procedures, for the purpose of providing preventative maintenance to District buildings
- **Assists** with and/or performs testing for the purpose of ensuring a safe and healthy environment for students and District staff
- **Interprets** blueprints, sketches, and documents, for the purpose of identifying and troubleshooting problem areas
- **Monitors** buildings for the purpose of ensuring buildings are ready for staff/student occupancy
- **Monitors** materials, supplies, and work activities for the purpose of ensuring District, State, and Federal regulations, operation compliance issues and safety precautions are met
- **Prepares** documents (e.g., works orders, daily/weekly/monthly repair schedules for equipment, MSDS records, and other reports) for the purpose of providing written support and/or conveying information
- **Performs** glass repairs, scheduled work, and other tasks as assigned on District buildings for the purpose of ensuring safe and efficient completion of required maintenance work
- **Prepares** for approval, maintenance work and repair schedules, for the purpose of providing customer service, accountability, and maintenance quality to meet District and industry standards, including safety
- **Prepares** maintenance manuals detailing inspection, adjustment, repair, and work procedures, for the purpose of providing preventive and scheduled maintenance to district buildings
- **Responds** to emergency situations for the purpose of resolving immediate health and safety conditions and reducing physical damage
- **Transports** various items (e.g., equipment, supplies, tools, etc.) for the purpose of providing materials and tools at job site as required to complete tasks

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Coordinates** work of other personnel and outside vendors for the purpose of ensuring completion of jobs in a timely manner without disruption of school operations.

Essential Job Requirements – Qualifications:

Education Required: High School Diploma or equivalent required. Vocational /trade school coursework is desirable beyond high school graduation.

Experience Required: Five years recent, successful, working experience in private enterprise or government agencies as a Journeyman glazier or successful completion of two years of trade school and three years recent working experience as a journeyman in related job functions, or successful completion of an apprenticeship program.

Candidate must attain a combined minimum of 70% on the scored interview questions, practical essay and resume review to be deemed to have met the minimum qualifications for the position.

Skill, Knowledge and/or Abilities Required:

Skills to communicate effectively; operate equipment in safe manner; perform basic math calculations; maintain inventory; ability to use standard office equipment including computer hardware and software.

Knowledge of federal, State, and local codes; District and departmental policies and procedures; safe work practices; methods and use of materials, tools and equipment used in related trades.

Abilities to stand and walk for prolonged periods, coordinate various job assignments, provide direction to others, problem solve, train others, understand and carry out oral and written instructions, work with minimal supervision, establish priorities, adjust to flexible assignments with short notice, effectively communicate with others, establish, and maintain cooperative work relationships. Significant physical abilities include lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, reaching, handling, fingering, grasping, ordinary talking, ordinary hearing, near/far visual acuity, depth perception, and field of vision.

Licenses, Certifications, Bonding, and/or Testing Required: Valid Washington State Driver's License and evidence of insurability. Criminal Justice Fingerprint Clearance.

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Maintenance

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 33% of the time

F = Frequently - From 33% to 66% of the time

C = Constantly – 66% or more of the time

1. STRENGTH:

A. Standing	O	
Walking	C	
Sitting	O	
B. Lifting	F	50 lbs.
Carrying	F	50 lbs.
Pushing	O	100 lbs.
Pulling	O	100 lbs.

2. CLIMBING	F
BALANCING	F

3. STOOPING	F
KNEELING	F
CROUCHING	F
CRAWLING	O

4. REACHING	C
HANDLING	C
FINGERING	F
FEELING	F

5. TALKING:	
Ordinary	C
Other	C
HEARING:	
Conversations	C
Other Sounds	C

6. SEEING	
Acuity, Near	C
Acuity, Far	C
Depth Perception	F
Accommodation	O
Color Vision	O
Field of Vision	C

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (1) 2 (3) (4) 5 (6)
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are boxes of supplies, hand truck, pallet jack, furniture, waste baskets, dumpsters, ladders, floor polishers, vacuums; stooping is trash, stocking shelves, sweeping, vacuuming; reaching/handling are vacuum, supplies, broom; visual acuity/depth perception is seeing where to clean vandalism. talking/hearing other than conversation are over forklift noise and hearing potential hazards such as moving equipment; visual acuity is form, items on shelves.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Maintenance

The following analysis represents evaluation of the surroundings in which the job is performed.

Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not Present in the Job Environment

S = Seldom - Under 5% of Workday

O = Occasionally - Up to 33% Time

F = Frequently - From 33% to 66% Time

C = Constantly – 66% or More Time.

1. ENVIRONMENT:

Inside 50% Outside 50%

2. EXTREME COLD O

Comments Regarding “Extreme Cold” = Walk-in coolers, freezers

EXTREME HEAT O

4. WET/HUMID O

Comments Regarding “Wet/Humid” = Cleaning floors, sinks, windows, dish machines

5. NOISE (IN DECIBELS) 120 decibels

VIBRATION O

Comments Regarding “Noise” = Electric cleaning equipment, Kitchen equipment, Pressure washer, Forklift

Comments Regarding “Vibrations” = Electric cleaning equipment, Pressure Washer, Forklift

6. HAZARDS:

Mechanical O

Explosives NP

Electrical O

Radiant Energy NP

Burns S

Other Hazard/s S

Comments Regarding “Mechanical” = Cleaning equipment, ladders

Comments Regarding “Electrical” = Electric cleaning equipment around water

Comments Regarding “Burns” = Chemicals

Comments Regarding “Other Hazards” = Slips, trips, falls

7. ATMOSPHERIC CONDITIONS:

Fumes F

Mists NP

Odors F

Gases NP

Dusts F

Poor Ventilation S

Other Atmospheric Hazards NP

Comments Regarding “Fumes” = Cleaning solvents, wax strippers, Vehicles Exhaust

Comments Regarding “Odors” = Spray cleaners, Vehicle Exhaust

Comments Regarding “Dust” = Dust

8. PROTECTIVE CLOTHING - DEVICES: Rubber gloves, safety glasses, dust mask
9. E. C.SUMMARY: Inside/Outside Work 1 2 3 4 (5) 6 (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.