

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: GLAZIER/CARPENTER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform skilled work in glazing/carpentry as assigned.

REPRESENTATIVE DUTIES:

Maintain and repair of high performance storefront systems, such as, pressure bar and silicone butt joint curtain wall, ribbon wall, commercial storefront and window systems as well as commercial glass doors.

Replacement and fabrication of high performance insulated glass units, sound reducing laminated and tempered glass. Fabrication and installation of custom mirrors, including cut, polish and drill holes in glass and mirrors.

Fabricate and install replacement parts out of plexi glass & sheet metal for repairs on marquis and food service equipment.

Use of sheet metal shears and pan break.

Fabricate sheet metal work.

Cut glass using glass cutters; fasten glass panes into window and door frames and spread and smooth putty around edge of panes with knife to seal the joints.

Remove broken glass and install glass in windows, doors and transoms.

Install metal settings or wood moldings to make glass secure and watertight.

Cut and install glass for door fronts in cabinets.

Remove existing window assemblies and replace with new window assemblies.

Perform duties as delineated in Carpenter job description.

Estimate and prepare materials required for assignments.

Repair and install window coverings, curtains and door shades.

Repair, remove and/or replace floor tiles.

Observe and comply with Federal, State and local building, health and safety codes and regulations under the direction of the assigned supervisor.

Maintain routine records related to glazing/carpentry work and assignment.

Operate a District vehicle to conduct work.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Window assembly types and components.

Construction, maintenance, installation and repair of various window assemblies.

Applicable codes and regulations.

Standard practices, methods, materials and equipment used in the glazing trade.

Relations between and among trades.

Health and safety regulations.

Oral and written communication skills.

Proper methods and handling and storing equipment, materials and supplies.

Basic record-keeping techniques.

ABILITY TO:

Perform skilled glazing work in the construction, maintenance, installation and repair of window assemblies.

Erect and work from scaffolding, riggings, and ladders.

Repair adjustments on blinds and drapes.

Understand and follow oral and written directions.

Work independently with little direction.

Maintain routine records.

Plan and organize work.

Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment. Move objects weighing over 80 pounds using safe and proper methods and/or equipment.

Use a variety of tools and machinery used in the glazing/carpentry trade.

Observe legal and defensive driving practices.

Work cooperatively and effectively with others.

Complete assignments in an efficient and timely manner.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate journey-level glazing/carpentry experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to adverse weather conditions, lifting and climbing.

Glazcarpjd

5/14