



## Career Service Authority

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### Glazier

#### GENERAL STATEMENT OF CLASS DUTIES

Cuts, installs, and replaces all types of glass in public facilities.

#### DISTINGUISHING CHARACTERISTICS

This call cuts, installs, and replaces all types of glass. This class is distinguished from the Facility Maintenance Technician class that performs full performance journey level work in one skilled trades area and performs standard level work in a variety of semi-skilled trades areas for the purposes of construction, maintenance, and repair of City facilities and/or equipment. The Glazier is also distinguished from the Maintenance Technician that performs standard performance, semi-skilled trades work in a variety of trades areas for the construction, maintenance, and repair of City facilities and equipment.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Installs all types of glass such as single pane, double pane, and security glass in public facilities.

Analyzes different types of glass and associated costs to meet special needs when fabricating replacement glass and designing special projects.

Applies sealants to prevent leakage and water damage.

Works from blueprints and specifications in the installation and replacement of glass.

Measures, determines size and type of glass required, and places order.

Removes broken glass and ensures proper disposal.

Installs floor closures, surface mounted closures, and overhead concealed closures.

Maintains records and prepares daily activity reports.

Assists other skilled trades workers as desired.

Participates in snow removal duties as assigned.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Reading** - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Customer Service** - Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

**Flexibility**- Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and deals effectively with ambiguity.

**Self Management** - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

**Agility** – Bend, stretches, twists, or reaches out with the body, arms, or legs.

**Eye-Hand Coordination** – Accurately coordinates one's eyes with one's fingers, wrist, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).

**Stamina** – Exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

**Technical Competence** – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

**Physical Strength** – Exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

**Hazardous Materials** – Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

**Teaching Others** - Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

**Attention of Detail** – Is thorough when performing work and conscientious about attending to detail.

**Memory** – Recalls information that has been presented previously.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.  
Fingering: picking, pinching, or otherwise working with fingers.  
Feeling: perceiving attributes of objects by means of skin receptors.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: Making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.  
Lifting: raising or lowering an object more than 50 pounds.  
Far acuity: ability to see clearly at 20 feet or more.  
Near acuity: ability to see clearly at 20 inches or less.  
Depth Perception: ability to judge distance and space relationships.  
Field of Vision: ability to see peripherally.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Extreme Cold: temperature cold enough to cause marked bodily discomfort.  
Extreme Heat: temperature hot enough to cause marked bodily discomfort.  
Noise: sufficient noise to cause distraction or possible hearing loss.  
Hazards: conditions where there is danger to life, body, and/or health.  
Exposed to hazards from electrical/mechanical/power equipment.  
Subject to burns and cuts.  
Subject to injury from moving parts of equipment.  
Works in precarious or high locations.  
Subject to varying and unpredictable situations.

***Education Requirement:***

Graduation from high school or possession of a GED Certificate.

***Experience Requirement:***

Completion of a recognized apprenticeship program in glazing.

***Licensure and/or Certification:***

Possession of a valid Colorado Class "R" Driver's License at the time of application.

By position, requires possession of a valid Colorado Commercial Driver's License CDL "B" with appropriate endorsements by the completion of probation.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 9/16/1995

**REVISED DATE:** 12/27/09

**REVISED BY:** Patricia Anderson

**CLASS HISTORY** 12/27/09: This class was revised and updated and put in the new class specification format.