

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

---

|                        |                        |                        |   |
|------------------------|------------------------|------------------------|---|
| <b>TITLE:</b>          | Glazier-Drapery        | <b>CLASSIFICATION:</b> | Classified Non-Management (SEIU/Operations Support) |
| <b>SERIES:</b>         | None                   | <b>FLSA:</b>           | Non-Exempt  |
| <b>JOB CLASS CODE:</b> | 0626                   | <b>WORK YEAR:</b>      | 12 Months   |
| <b>DEPARTMENT:</b>     | Facilities Maintenance | <b>SALARY:</b>         | Flat Rate<br>Salary Schedule C1                     |
| <b>REPORTS TO:</b>     | Assigned Supervisor    | <b>BOARD APPROVAL:</b> | 01-01-65  |
|                        |                        | <b>HR REVISION:</b>    |   |

---

---

**BASIC FUNCTION:**

Perform journey-level skilled work in the installation and replacement of glass, mirrors, window shades and coverings in school buildings and administrative offices; fabricate, install, and repair darkening or black-out drapes, window shades, stage curtains, and other window coverings.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Fabricate, install, and repair a wide variety of window coverings including window and sun screens, black-out drapes, and stage curtains; install and maintain security roll-up curtains; install vertical and mini-blinds; operate an industrial sewing machine and various punch presses. **E**

Repair or select, measure, cut, install, replace, and remove all types of glass and mirrors, such as skylights, office partitions, windows, doors, and transoms; fabricate and install desk-and tabletop glass and other specialty glass-related items. **E**

Install new, updated retrofit windows and commercial store fronts; fabricate, repair, and reconstruct store fronts and commercial doors; manufacture and install aluminum security grills; repair and install various types of door closers and panic hardware on entrance or exit doors. **E**

Operate heavy machinery such as forklifts, scissor lifts, boom truck, JLG lifts, etc.; use power tools such as saws, drills, cutters, and grinders, as well as traditional glazier hand tools. **E**

Continuously maintain and/or repair hardware on all existing windows and doors for optimum performance. **E**

Fabricate, install, and repair skylights, showcases, pass-through windows, and commercial glass doors. **E**

Remove putty and broken glass from windows, transoms, and doors in district facilities; apply putty and sealants correctly to prevent leakage; repair unsecured, vandalized doors and windows on an on-call emergency basis. **E**

Precisely measure, form, and install all sorts of break metal. **E**

Utilize a variety of materials, including wood and steel sash; mix and apply putty and install metal settings, aluminum extrusions, or wood moldings; assure secure and watertight installation. **E**

Assure work completed and in progress comply with applicable rules, regulations, and laws, such as Americans with Disabilities Act (ADA), Division of State Architect (DSA), and other building codes. **E**

Utilize a computer and related software to maintain preventive maintenance information. **E**

Operate and maintain a variety of specialized equipment; drive a district vehicle to conduct work; lift and carry heavy objects and perform heavy physical labor. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Graduation from high school, and four-year glazier apprenticeship program or equivalent. Five years of journey-level glazing work experience preferred. Window coverings experience desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California Class C driver's license; employee entrance evaluation (lifting test). Obtain forklift certification within six months of employment. Glazing and Architectural Metals Certification issued by the California Department of Industrial Relations preferred.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, materials, tools, and equipment used in cutting, setting, and installation of various kinds of glass.

Building codes, policies, regulations, and guidelines pertaining to typical school.

Proper use of putty and molding as applied to wood, aluminum extrusions, and metal.

Draperies, window shade, and stage curtain construction.

Basic record-keeping techniques.

Safe working methods and procedures.

Basic computer experience.

Technical aspects of field of specialty.

Health and safety regulations.

**ABILITY TO:**

Perform journey-level skilled work.

Read, interpret, and work from blueprints, sketches, shop drawings, and diagrams.

Maintain records, and prepare complete and concise reports.

Understand and follow oral and written directions.

Establish cooperative working relationships with others.

Operate various mechanical lifts.

Operate industrial sewing machines and various punch presses.

Work independently with minimal supervision.

Operate a vehicle, observing legal and defensive driving practices.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Lift and carry heavy objects and perform heavy physical labor according to safety regulations.

Operate a computer and related software.

Work efficiently to meet schedules and timelines.

Operate and maintain specialized tools of the glazing trade.

Select appropriate types and grades of glass, and cut glass economically.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Indoor and outdoor work environment; drive a vehicle to conduct work; exposure to adverse weather conditions.

**SAMPLE PHYSICAL ABILITIES:**

Work from heights; ascend and descend ladders, scaffolding, and lifts; stand for extended periods of time; heavy physical labor; dexterity of hands and fingers to operate hand tools and specialized equipment; lift; move, and carry large sheets of glass; bend at the waist; reach overhead, above the shoulders and horizontally.

**SAMPLE HAZARDS:**

Fumes from solvents; working around and with machinery having moving parts; work at heights; exposure to cuts and other abrasions from working with glass; improper lifting of heavy glass panels.

*(Former Title: Glazier)*