

GLAZIER*

Function of Job:

Under general supervision of designated supervisor, to perform necessary glass replacement and window repairs to campus buildings.

Characteristic Duties and Responsibilities:

1. Repair and/or replace various types of glass with all sizes of steel/wood sash windows.
2. Make necessary repairs and/or replacement to venetian blinds, window shades and window screens, as required.
3. Assist and work with contractor on large repair projects.
4. Set up/maintain glazing shop area in an efficient manner to facilitate shop work.
5. Maintain up-to-date inventory of stock glass and reorder supplies, as needed.
6. Prepare appropriate daily paperwork and maintain accurate date records/P.M. logs.
7. Train/supervise assigned employees in duties/responsibilities of the job.
8. Perform other related duties as, assigned.

Minimum Acceptable Qualifications:

1. High school graduation and four years of experience in glazing trade.
2. Knowledge of methods, tools and equipment of the trade, including various type of window components.
3. Background in carpentry trade.
4. Valid New Hampshire driver's license.
5. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work, with exposure to inclement weather conditions for prolonged periods of time.
6. Must be able to wear and use appropriate personal protective equipment, as necessary.

10/19/95

System Approval

10/19/95

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 5/10/90.