



**Job Title: Glazier Craftsperson**

**Department:** Maintenance  
**Reports To:** Maintenance Manager  
**Grade:** MT-13  
**Number of Days:** 12 Months  
**Overtime Status:** Non Exempt

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**Job Objectives:** To provide prompt quality service to every school every day. Perform a variety of tasks necessary to maintain the integrity of the District buildings. Must be willing to work outside in all types of weather conditions and follow all safety requirements.

**Minimum Qualifications:**

- The Glazier Craftsperson is required to cut, assemble, fit and attach metal-framed glass enclosures, install windows, skylights, storefronts, and display cases such as building fronts, interior\exterior walls and tabletops.
- Must be able to drive a truck, load and arrange glass and mirrors into delivery trucks, using suction cranes to lift glass.
- Must be willing to work outside in all types of weather conditions and follow all safety requirements.
- Must maintain a current and valid Oklahoma Driver License.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Must be able to fabricate and install metal sashes and moldings for glass installation for aluminum or steel framing.
- Install pre-assembled metal or wood frameworks for windows or doors with glass panels, using hand tools.
- Cut and remove broken glass prior to installing replacement glass.
- Cut, fit, install, repair, and replace glass and glass substitutes, such as aluminum, in building interiors or exteriors and in furniture or other products.
- Must be able to drive a delivery truck, arrange, load and unload glass and mirrors using the appropriate tools.
- Glazier must report day-to-day operations, track material costs and maintain daily time sheets. Must maintain a current and valid Oklahoma Driver License.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Glazier Craftsperson is required to install glass or their substitute in display cases, skylights, solariums and other structures.
- Drive trucks to installation sites, unload mirrors and glass equipment.
- Fabricate and install metal sashes and moldings for glass installation of aluminum or steel framing.

- Install pre-assembled metal or wood frameworks for windows or doors with glass panels, using the appropriate tools.
- Operate cranes or hoists with suction cups to lift large, heavy pieces.
- Cut and remove broken glass prior to installing replacement glass.
- Must be able to grind and polish glass and smooth edges when necessary.
- Measure and mark outlines or patterns on glass to indicate cutting lines, score glass with cutters' wheel.
- Measure, cut, fit and press anti-glare adhesive film to glass or spray tinting solution to prevent light glare.

**Supervisory Responsibility:** Does not directly supervise any individuals.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Must work safely at all times without injury.
- Employee will be exposed to the outdoor environment; extreme heat and cold conditions.
- Glazier must wear appropriate protective equipment and clothing.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.