



Code: 4335

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building, Custodial, and Operation

Series: Carpentry and Glazing Trades

CLASS TITLE: GLAZIER

CHARACTERISTICS OF THE CLASS

Under supervision, performs skilled work in the cutting, fitting, and installation of glass in wooden and metal frames for windows, store fronts, doors, skylights, and other structures, and performs related duties as required

ESSENTIAL DUTIES

- Reads blueprints, specifications, and work orders to assess work required and to determine work methods to use for installing or replacing glass
- Selects the type of glass (e.g., insulated, tempered, laminated) for use in various jobs
- Removes old and damaged glass and cleans surfaces for placement of new glass
- Determines plumb of walls or ceilings, using plumb lines, and levels
- Operates hand and power tools (e.g., laser level, mallet, pry bar, drills, cutters) to measure, cut, lift, fit, and position glass into place
- Secures glass panes in sashes or frames using putty, bolts, rubber gaskets, glazing compound, metal clips or molding
- Spreads glazing compound around edges of molding, installs glass and trims excess material with a glazing knife
- Maintains inventory of related tools, materials and supplies
- Cleans tools, equipment and work sites after completion of work
- Prepares and maintains work activity reports
- Loads, transports and unloads equipment and supplies

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Successful completion of a US Department of Labor registered glazing apprenticeship training program and journeyman status; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites)
- Work performed above or below ground level

- Work performed using scaffolds and ladders

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Ladders
- Two-way radio
- Standard tools and equipment of the glazing trade (e.g., levels, plumbs, applicable hand and power tools)

PHYSICAL REQUIREMENTS

- Substantial lifting and carrying (up to 75 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces (e.g., roofs, basements, cramped quarters)
- Ability to operate applicable hand tools, power tools, and equipment
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *hand and power tools applicable to the glazing trade
- *properties and characteristics of materials applicable to the glazing trade
- *repair and maintenance methods, practices, and procedures applicable to the trade
- *use of safety equipment and protective gear
- *applicable safety and code standards specific to the glazing trade, including OSHA standards

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *MANAGEMENT OF MATERIAL RESOURCES – Obtain and see to the appropriate use of equipment, facilities and materials needed to do certain work
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2018