

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
Facilities and Operations

GLAZIER/CARPENTER

Purpose of Class

Lays out, cuts, finishes, and installs glass and glass products in all District facilities; performs various carpentry projects; performs related work as required.

Primary Function

The primary function of an employee in this position is to order, layout, cut, finish, and install glass and glass products in all District buildings. The position measures dimensions of needed glass, cuts and smooths rough edges, and installs glass in windows, skylights, display cases, or on surfaces such as building fronts, interior walls and desktops. Other duties include repairing or replacing door closures, locks and latches and screens; repairing roofs, walls, ceilings, floors, window shades and blinds, ramps and stairs; performing other carpentry duties; and regularly performing tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the general supervision of the Carpenter and Glass Shop Foreman. The principal duties of this class are performed in indoor and outdoor environments, sometimes performing physically demanding duties and dealing with adverse weather conditions and related hazards.

Essential Duties and Responsibilities (will vary by assignment)

- Prioritizes, schedules and completes work orders;
- Measures dimensions of needed glass, cuts and smooths rough edges, prepares glass for transport and moves glass to job site;
- Installs glass in windows, skylights, display cases, or on surfaces such as building fronts, interior walls and desktops;
- Performs miscellaneous carpentry projects such as replacing door closures, locks and latches and screens; repairing roofs, walls, ceilings, floors, window shades and blinds, ramps and stairs;
- Maintains inventory of glass and glass products for Glass Shop;
- Estimates amount and kind of materials required and notifies supervisor of need for materials;
- Initiates communication with supervisor about needed repairs or status of projects;
- Upon approval, purchases needed construction materials and transports to job sites;
- Maintains tools and equipment in accordance with District policies and procedures;
- Attends and actively participates in required training classes.

Other Duties and Responsibilities

- May be required to work other than regularly scheduled work hours;

- Perform other related duties as required.

Classification Requirements

Knowledge of:

- Handling, cutting, finishing and installing glass and glass products;
- Tools, materials and equipment essential to building maintenance, construction, and repair;
- Occupational hazards and safety precautions involved in general building and maintenance work;
- Current building codes and associated requirements;
- Estimating small construction project costs and materials;
- Preparation of detailed and accurate records of work performed.

Ability to:

- Handle, measure, cut, finish and install glass and glass products;
- Plan and complete a variety of construction and carpentry-related tasks efficiently and effectively;
- Perform cost-benefit analysis of projects, provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Read and interpret blueprints;
- Maintain detailed and accurate records of work performed;
- Lift, move and maneuver hand and power equipment safely;
- Use a variety of hand and power tools and equipment common to building construction and maintenance;
- Assist in or prepare accurate, complete and timely reports;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions;
- Work independently or as a team member;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain confidentiality;
- Establish and maintain effective working relationships with District staff, students and other personnel, as well as contractors, government representatives and others associated with job duties.

Acceptable Experience and Training

- High school diploma or GED;
- Two (2) years experience in glazier and construction carpentry is required and four years experience is preferred; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Glazier/Carpenter.

Licenses or Certifications

- Valid Idaho Drivers' License is required;
- Valid CDL Class A License is preferred;

- Ability to pass Pulmonary Function Test and obtain Respiratory Certification is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view blueprints, bid specifications, invoices and work-related manuals; prepare reports as required; to observe facilities and structures to inspect and determine needed repairs and/or quality of completed work; to operate a motor vehicle and work-related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, operate a vehicle, and work in confined spaces;
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, to stand or sit for long periods of time and to perform skilled construction-related tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and 100 pounds occasionally, walking over uneven flooring or construction sites, working in confined spaces, climbing and standing on ladders, crawling, stooping, kneeling, bending, crouching and reaching.