

#1361748

C.U.P.E. STAFF JOB DESCRIPTIONS

POSITION: UTILITY WORKER LEVEL II: GLAZIER

REPORTS TO: Foreman, General Building Maintenance

SUPERVISES: n/a

JOB SUMMARY: The glazier is responsible for general renovation, minor building repairs, and replacement of glass in windows and doors in school division buildings.

DUTIES AND RESPONSIBILITIES:

- constructs and renovates window and door mouldings and replaces glass or installs wood or plastic in place of glass;
- replaces broken windows and handles all types of glass;
- locates and repairs water leaks in walls, ceilings, windows and doors;
- carries out drywall repairs (patches holes), repairs building masonry (brick work) and flooring;
- dismantles and constructs walls, and carries out renovations complete with doors and windows;
- installs, rebuilds and replaces all types of door hardware (panic bars, locks and handles);
- fabricates complete window units and wall partitions;
- fills in time sheets and requisition forms for building materials/supplies and prepares cost estimates;
- performs other duties as assigned.

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QUALIFICATIONS:

- high school diploma;
- Journeyman's Glazier's Certificate;
- 5-7 years prior related experience, inclusive of apprenticeship training, in the maintenance and repair of among other areas: glazing, masonry, carpentry and general building renovations;
- ability to understand and follow written and oral instructions;
- ability to communicate and work effectively with Division staff members at all levels and with the public, special interest groups and local businesses;
- ability to work effectively under time pressures;
- ability to prioritize work assignments and plan schedules to optimize effectiveness;
- ability to work without direct supervision;
- able to work in an environment which exposes the worker to direct sunlight, exterior conditions, noise, dust, dirt, fumes, hazardous/poisonous chemicals, pesticides, pest traps, heavy equipment vibration, climbing ladders and exposure to sharp objects;
- able to wear and use safety equipment while performing the duties required for the position;
- must have a valid Manitoba driver's license;
- physically able to perform assigned duties.

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