



JOB DESCRIPTION

JOB TITLE	Glazier
JOB GROUP	CUPE 4222A
LEVEL	E
DEPARTMENT	Organizational Support Services, Facility Services
SUPERVISOR	Maintenance Leader

POSITION SUMMARY

The Glazier is responsible for assessing, installing, maintaining and repairing doors, windows, exit devices and lock systems within board facilities, responding to emergencies and working within government regulations to protect against injury and facility damage.

DUTIES AND RESPONSIBILITIES

- Fabrication, order and install new doors, frames, side lights, hardware and windows.
- Measure and install glass or alternatives in windows and doors.
- Provide estimates for material and work to school administrators or supervisors.
- Install, replace, and rekey locks and maintain master systems.
- Operate a board vehicle meeting all safety and maintenance guidelines.
- Comply with fire, building and safety code requirements.
- Assist other tradespeople with projects or heavy equipment.
- Check work of other maintenance staff or contractors.
- Order materials from suppliers and reconcile purchasing card statements.
- Prepare time sheets and work orders.

EDUCATION

Completion of a Certificate of Qualification as a Glazier and licensed to work in Ontario.

EXPERIENCE

Four and one half years of related work experience is required.

This position requires a clean drivers abstract.