

GLAZING SUPERVISOR

DEFINITION

Oversees the overall glass and glazing operations and is the Maintenance and Operations technical adviser for glazing matters in the District.

TYPICAL DUTIES

- Supervises, plans, assigns, schedules, coordinates, inspects, and certifies the completion of glass and glazing activities performed by District and contract personnel involving the construction, maintenance, repair, and alteration of facilities.
- Monitors the fiscal management of the unit.
- Develops, reviews, and revises work schedules with the concurrence of other craft supervisors, principals, and administrators.
- Plans, coordinates, and schedules projects with community representatives, contractors, vendors, and the public.
- Reviews job requests, surveys need for jobs, estimates material and labor costs, and initiates job orders.
- Writes specifications for and inspects contract work and materials.
- Supervises the storage of glass, transit, fiberglass, putty, and other glazing materials.
- Orders non-stock glass and plastic items.
- Furnishes technical information to other branches with regard to proposed glass installation.
- Allocates resources for projects.
- Trains and orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.
- Plans, coordinates, and schedules projects with community representatives, contractors, vendors, and the public.
- Prepares correspondence, reports, procedures, and policies.
- Enters work order and requisition data utilizing computer systems.
- Investigates accidents and develops and implements corrective and preventative measures.
- Identifies and evaluates equipment, supplies, techniques, and systems.
- Ensures compliance with procurement procedures.
- Coordinates resolution of construction project issues in accordance with District policy, and applicable laws and regulations.
- May act in place of a higher-level supervisor or manager in case of absence.
- May participate or assist in obtaining contracts from private vendors.
- May interact with, coordinate, and inspect the work of contractors.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Glazing Supervisor oversees the overall craft operations and provides technical direction to glazier personnel and coordinates the glazing activities in the District and is the technical adviser on all glazing operations.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a designated Maintenance and Operations area.

A Senior Craft person assists a supervisor or manager in overseeing the overall respective operations in a designated Maintenance and Operations area.

SUPERVISION

General supervision is received from a Complex Project Manager or a higher-level supervisor or manager. Technical direction is received from a Carpentry Technical Supervisor. General supervision is exercised over lower-level employees such as Glaziers and Senior Glaziers.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization and personnel management
- Pertinent employee health and safety laws, regulations, labor contract provisions, and District policies and procedures
- City, County, State, federal and other codes, laws, and ordinances pertinent to glazing work
- Qualities, strength, and cost of various types of glazing materials
- Design, construction, installation, and maintenance of glazing systems
- Pertinent safety orders issued by the California Division of Industrial Safety
- Microsoft Word, Excel, and Outlook

Ability to:

- Read and interpret blueprints, plans, drawings, and specifications
- Estimate costs of materials and labor
- Recognize, analyze, and deal effectively with problems and issues
- Communicate effectively, both orally and in writing
- Supervise, coordinate, train, and evaluate the work of direct and non-direct reporting personnel
- Work effectively with administrators, other District personnel, and the public
- Work well under pressure of multiple priorities and short deadlines
- Manage and direct multiple projects simultaneously
- Enter and retrieve information using a computer
- Maintain confidentiality

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, and maintain balance
- Ability to safely lift, push, pull, and carry fragile and non-fragile objects weighing up to 50 pounds
- Ability to work safely at heights of 50 feet or more with the use of ladders, scaffolds, and other related equipment
- Manual dexterity to work with fragile materials and steady hand coordination to apply putty or caulking
- Visual acuity to read drawings and figures

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by adult school or college-level courses in supervision or successful completion of the LAUSD's Organizational Excellence Branch's Exceptional Supervisor Certificate Program I.

Experience:

Two years of experience as a Los Angeles Unified School District Senior Glazier or seven years of experience in glass and glazing material installation, replacement, and repair, of which three years must have been at the journey-level.

Special:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

A Facilities Planner Program Certificate is required by completion of the probationary period.

A valid California Driver License.

Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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