

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

GLAZIER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future skilled trade positions located within state government. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification is to be used exclusively for positions performing the full range of journey level glazier work for a majority of the time.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the definition of confidential, professional or supervisor as defined in s. 111.81 (7) and (13) and (19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that perform semi-skilled trades work for a majority of the time such as Facilities Repair Worker or Facilities Mechanic. Semi-skilled trades work means the repair or replacement of existing equipment or building components with equipment or components of the same kind and does not alter or affect the performance of any building system, structure, exterior walls, roof or exits.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification through competition.

II. DEFINITIONS

GLAZIER

This is journey level glazier work. Employees install glass in windows, skylights, and display cases, or on surfaces such as building fronts, interior walls, ceilings, and tabletops. Employees cut, fit and install window glass, plate glass and mirrors, glass and aluminum doors and their frames, and any other related duties as may be assigned or necessary. In addition, positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are assigned any combination of the following duties:

- Assemble, fit and attach metal-framed glass enclosures for showers or bathtubs to framing around bath enclosure.
- Measure mirror and dimensions of area to be covered and determine plumb of walls or ceilings, using plumb-line and level.
- Attach mounting strips and moldings to surface and apply mastic cement, putty, or screws to secure mirrors into position.
- Cover mirrors with protective material to prevent damage.
- Drive truck to installation site and unload mirrors, equipment, and tools.
- Move furniture to clear work site and cover floors and furnishings with drop cloths.
- Measure, cut, fit, and press anti-glare adhesive film to glass or spray glass with tinting solution to prevent light glare.
- Fasten glass panes into wood sash and spread and smooth putty around edge of pane with knife to seal joints.
- Install pre-assembled framework for windows or doors designed to be fitted with glass panels, including stained glass windows, using hand tools.
- Cut, fit and install window glass, plate glass, mirrors and glass substitutes using vinyl or neoprene set, gasket set, tape glazing or dry glazing and other types of sealants.
- Install glass or aluminum doors, sliding doors, door frames, and door closers and operators.
- Replace broken glass and repair window and door frames.
- Install window and door frame tubing, and window sashes and jambs and do metal fabrication where necessary.
- Lay out different aspects of the job from blue prints and shop drawings.
- Install all types of aluminum, bronze, or stainless steel materials used for facing and/or framing of building fronts and displays.
- Keep records and make reports.
- Direct and instruct apprentices, helpers and assistants in the work of the trade.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Glazier: Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Workforce Development as an glazier. Formal recognition of status by the appropriate international or local trade organization or some type of similar formal validation of journeyman status may also be accepted. Persons having informal training and experience equivalent to the formal apprenticeship and journeyman status may also be accepted upon submission of documented proof of such training and experience.

Equivalent training and experience for this craft: Evidence of at least 5,840 hours on-the-job training plus 400 hours paid instruction, including safety procedures. Such evidence may include letters or statements from past customers/clients and/or employers.

IV. ADMINISTRATIVE INFORMATION

These classifications were created in the 1970s. The specification was modified effective May 14, 2006 and announced in Bulletin OSER-0093-MRS/SC in order to convert the specification to the format used in 2006, provide more specific work examples, reinforce the requirements of the skilled trades and better distinguish the work of the skilled trades from that of the semi-skilled trades (such as Facilities Repair Worker, Facilities Mechanic, etc.).

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