

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: GLAZIER/FLOORING SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 6250

UW Job Family: 62 - Crafts/Trades

SOC Code: 47-2031

FLSA: Non-exempt

Pay Grade: 19

Date: 10-1-18

JOB PURPOSE:

Perform glazing work, abate asbestos and floor maintenance for University structures. Perform backup duties for Painting Shop when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Install glass in windows, storefronts and display cases.
- Fasten glass panes into wood sash with glazier's points, spread and smooth putty around edge of panes.
- Remove broken glass from commercial storefront systems, door and window systems.
- Discuss and resolve issues related to specific systems, codes and standards relative to glazing requirements.
- Remove tile, linoleum, and carpet; calculate square footage, order tile, layout floor, glue and install tile.
- Inspect floor surface to determine condition; detect and correct imperfections.
- Clean work area during and after completion of projects.
- Remove and clean all tools and equipment.
- Work safely and follow established safety practices at all times.
- Abate asbestos-containing floor tile, mastic (adhesive), sheetrock, taping compound, ceiling tile etc. required for renovations and repairs.

SUPPLEMENTAL FUNCTIONS:

- Perform painting duties when needed or as assigned.
- Install wall coverings, visual aid materials, glass, vinyl base, and floor tile; erect scaffolding; move furniture when necessary.

COMPETENCIES:

- Attention to Detail
- Independence
- Quality Orientation
- Safety Awareness
- Technical/Professional Knowledge
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED, plus completion of a U.S. Department of Labor approved carpentry apprenticeship program**

Experience: **4 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**
- **Attend continuous training required for asbestos abatement certification.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Standard practices, materials, and tools of the glazing trade.
- Standard practices, materials, and tools of the flooring trade.
- Basic knowledge of all main glazing and flooring areas.
- Occupational hazards and safety precautions of the trade.

Skills and Abilities to:

- Select appropriate materials based on application and amounts required.
- Read, interpret, and work from sketches, blueprints, specifications, and construction drawings.
- Understand and carry out oral and written instructions.
- Care for the tools and equipment of the trade.
- Use the tools and equipment of the trade.
- Communicate clearly and concisely.
- Move objects weighing up to 50 pounds regularly.
- Read, understand and follow safety procedures.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Shop and in/outdoor environments; regularly exposed to dust, wood shavings and adverse weather conditions; subject to hazardous machinery including jointers, routers, saws, chisels, planers, and other crafts trade tools.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.