

SUPERVISOR GLAZIER (NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

Under direction, supervises and is responsible for the work of Glaziers and other assigned personnel in the cutting, fitting, installation and replacement of all types of glass or glass substitutes in buildings, structures and other facilities; performs related work.

Examples of Typical Tasks

Supervises and checks: removal of old glass, glass substitutes and putty; preparation of openings for installation of glass or glass substitutes; installation and securing of glass or glass substitutes in aluminum, steel, wood or bronze structures, or other framework; puttying and re-puttying of all types of sash; and cutting to size of glass or glass substitutes. May perform this work when necessary.

Is responsible for the handling, maintenance and repair of mechanical and electrical machinery and equipment common to a glass shop such as: fingergrip machines, polishing and grinding machines, electric hammers, glass drills and electric putty softeners.

Is responsible for maintaining stores of glass in stockroom, and unpacking and handling of all types of glass or glass substitutes.

Supervises assigned personnel as required. Prepares work schedules and makes assignments. Prepares job orders and requisitions for tools, equipment and materials. Inspects completed work for quality and workmanship.

Is responsible for the safety of assigned personnel.

Keeps records and makes reports.

Drives a motor vehicle in the performance of assigned duties.

SUPERVISOR GLAZIER (NY HELPS PROGRAM) (continued)

Qualification Requirements

1. Six years of full-time satisfactory experience as a glazier, at least one year of which must have been in a supervisory capacity; or
2. At least four years of the experience described in "1" above and a satisfactory combination of experience in glass installation and repair as a helper or apprentice, and training of a relevant nature acquired in an approved trade, technical or vocational high school sufficient to make up the remaining required experience. At least one year of this experience must have been in a supervisory capacity.

Six months of acceptable non-supervisory experience will be credited for each year of the helper or apprentice experience or training described in "2" above.

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into "Supervisor Glazier (90778)" as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.

License Requirement

A Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.