



RELIABLE GLASS CONSTRUCTION, INC.

JOB DESCRIPTION

FABRICATOR / INSTALLER

JOB DESCRIPTION SUMMARY

The purpose of this position is to fabricate and/or install door and windows for our clients.

REPORTING RELATIONSHIPS

This position will report to the Field Foreman and/or the General Manager

SUPERVISORY RESPONSIBILITIES

No direct reports are assigned to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Other duties may be assigned
- Cut, assemble, fit, and attach metal-framed glass enclosures for showers, display cases, skylights, solariums, and other structures.
- Drive trucks to installation sites, and unload mirrors, glass equipment, and tools.
- Fabricate and install metal sashes and moldings for glass installation, using aluminum or steel framing.
- Install pre-assembled metal or wood frameworks for windows or doors to be fitted with glass panels, using hand tools.
- Load and arrange glass and mirrors onto delivery trucks, using suction cups or cranes to lift glass.
- Move furniture to clear work sites, and cover floors and furnishings with drop cloths.

- Operate cranes or hoists with suction cups to lift large, heavy pieces of glass.
- Set glass doors into frames, and bolt metal hinges, handles, locks, and other hardware to attach doors to frames and walls.
- Cut and attach mounting strips, metal or wood moldings, rubber gaskets, or metal clips to surfaces in preparation for mirror installation.
- Secure mirrors in position, using mastic cement, putty, bolts, or screws.
- Cut and remove broken glass prior to installing replacement glass.
- Cut, fit, install, repair, and replace glass and glass substitutes, such as plastic and aluminum, in building interiors or exteriors and in furniture or other products.
- Determine plumb of walls or ceilings, using plumb-lines and levels.
- Fasten glass panes into wood sashes or frames with clips, points, or moldings, adding weather seals or putty around pane edges to seal joints.
- Grind and polish glass, and smooth edges when necessary.
- Measure and mark outlines or patterns on glass to indicate cutting lines.
- Score glass with cutters' wheels, breaking off excess glass by hand or with notched tools.
- Measure mirrors and dimensions of areas to be covered in order to determine work procedures.
- Measure, cut, fit, and press anti-glare adhesive film to glass, or spray glass with tinting solution to prevent light glare.
- Pack spaces between moldings and glass with glazing compounds, and trim excess material with glazing knives.
- Prepare glass for cutting by resting it on rack edges or against cutting tables, and brushing thin layer of oil along cutting lines or dipping cutting tools in oil.
- Read and interpret blueprints and specifications to determine size, shape, color, type, and thickness of glass, location of framing, installation procedures, and staging and scaffolding materials required.

- Assemble and cement sections of stained glass together.
- Assemble, erect, and dismantle scaffolds, rigging, and hoisting equipment.

QUALIFICATIONS

Education:

High School Diploma or GED

Experience:

1-2 Years experience is preferred.

Prior experience in window and door fabrication and installation is desirable.

Knowledge, Skills and Abilities:

Working knowledge of Microsoft Office program (excel, access, word, outlook, etc).

Strong organizational skills and ability to prioritize tasks.

Ability to communicate effectively both in oral and written correspondence.

MEASURES of PERFORMANCE

The Fabricator / Installer will be evaluated specifically on the following factors:

- Maintains excellent customer relations and corporate image and leaves customers with a positive last impression
- Effectively plans in order to utilize time, equipment and personnel proficiently
- Maintains a positive attitude and treats others with respect and courtesy
- Fabrications are accurate according to the given measurements

I have read and understand this job description.

Signature: _____

Date: _____

Print Name: _____

Manager: _____

Date: _____

Human Resources: _____

Date: _____

Reliable Glass reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise, the employment relationship remains “at-will” the aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

Reliable Glass is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.