

The Maryland-National Capital Park and Planning Commission

TITLE: Lead Mason
SERIES: Building Trades

GRADE: G CODE: 5143
DATE: 3/28/02
FLSA: Non-Exempt

Class Definition

Under direction, leads, coordinates, and monitors the work of other Masons, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers to perform a full range of skilled masonry work of the highest level of complexity and variety. Responsibilities involve leading work efforts to fabricate, construct, maintain, renovate, and repair a variety of structures and surfaces of Commission buildings, structures, and property. Work is checked by Trade Shop Supervisors and Inspectors. Performs other related duties as assigned.

Examples of Important Duties:

1. Plans crew projects. Receives work orders for masonry projects. Works with supervisors and project managers to review and interpret blueprints, engineering drawings, and specifications to layout work assignments. Maintains safe and secure work sites. Identifies and corrects safety hazards.
2. Leads crew(s) on projects. Plans, assigns, and checks work of other Masons, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers. Coordinates activities with other trade crews and contractors. Inspects all work and keeps projects on schedule. Provides training and technical assistance on assignments.
3. Performs as primary evaluator and counselor for assigned personnel. Assists Trade Shop Supervisor with performance evaluations, personnel forms, and documents as prescribed by regulations, and enforces Commission rules, regulations, and policies. Manages shop projects in absence of Trade Shop Supervisor.
4. Prepares and reviews informal bid proposals. Prepares material requisitions and estimates of tools, equipment, supplies, and materials required to complete assignments. Maintains crew and project schedules and records of expenditures, materials used, tasks completed, accidents, and injuries.
5. Coordinates preventive maintenance and inspects Commission buildings, structures, and property for damage and necessary repairs, detect problems and code violations, and to ensure compliance with local codes. Evaluates options brought forward by other Masons to determine appropriate course of action and prepares estimates.
6. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew.
7. Performs difficult masonry work involving major construction, installation, and renovation of a variety of masonry structures. Uses ceramic and clay tiles with cement or mastic adhesives for floor and wall finishes. Performs fine and close tolerance masonry work and constructs artistic structures of marble, stone, and other building materials with complex and unique construction requirements.

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Important Worker Characteristics:

Extensive knowledge of: (1) standard masonry practices and methods; (2) OSHA, MOSH, fire, and building codes; (3) geometry; (4) Commission policies and procedures;* (5) confined space procedures; and (6) hazardous materials.

Skill in operation of: (1) masonry hand and power tools; (2) light construction equipment (e.g. skid loader, forklift, etc.); (3) motor vehicles; and (4) appropriate office equipment including personal computer and applicable software.

Ability to: (1) understand and apply principles to solve practical and unusual problems; (2) calculate fractions, decimals, and percentages; (3) read and understand manuals, blueprints, sketches, and drawings; (4) complete work orders and other work related paperwork; (5) estimate time and materials; (6) distinguish different colors; (7) lift up to 100 pounds; (8) acquire CPR and first aid certification; (9) work at heights; and (10) lead skilled masonry work with minimum supervision.

* Developed primarily after employment.

Minimum Qualifications:

1. H.S. Diploma or GED; and
2. Completion of an approved masonry apprentice program or four years of progressively responsible experience; and
3. Four years of experience at the journey level, including two years of experience directing the activities of other skilled Masons; or
4. An equivalent combination of education and experience totaling eight years.
5. Valid driver=s license.
6. Valid Commercial Driver=s License (CDL) with appropriate endorsements may be required.
7. Pass Commission medical examination.

Working Conditions

Indoor/outdoor, exposure to varied weather conditions, confined spaces, heights, dirt, noise, dust and fumes. Must be available to work during emergencies.