

The Maryland-National Capital Park and Planning Commission

TITLE: Mason I GRADE: T03 DATE: 5/30/2019
SERIES: Building Trades CODE: 2433 EEO: Skilled Craft FLSA: Non-Exempt

Class Definition:

Under general supervision, performs skilled masonry work involving moderate responsibility, complexity, and variety. Performs simple projects or assists on major projects to construct, repair and maintain a variety of structures and surfaces in Commission buildings, structures, and property. May guide activities of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers. Work is checked by Inspectors, Trade Shop Supervisors, Lead, and Mason II's. Applies knowledge of standard masonry practices and methods and fire and building codes. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of continuing responsibilities. Specific instructions are given for new assignments. The incumbent carries out regular, recurring work independently in conformance with established policies and procedures, resolves routine work problems by selecting and applying the appropriate guideline(s), keeps the supervisor informed, and brings procedural exceptions to the supervisor or a higher-grade employee for guidance or resolution. The work is subject to review, and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Receives work orders for masonry projects to maintain or build new structures; reads and interprets blueprints, schematic drawings and sketches to perform routine masonry work.
2. Uses a variety of manual and power masonry tools to perform simple projects or assists on major projects; builds and installs forms. Mixes, pours, levels, smooths and brushes cement and concrete footings, foundations, floors, steps, posts, and guard rails; measures, cuts, installs, and lays bricks, cement blocks, tile, and flagstone to build walls, partitions, manholes, sidewalks, patios, and other structures. Removes damaged walls, partitions, and other similar structures for repair or installation; installs doors, windows, and associated hardware in masonry structures.
3. Completes required administrative paperwork and recordkeeping such as leave slips and material lists.
4. Drives motor vehicles to carry workers and haul tools, equipment, materials, and supplies to job sites; loads and unloads tools, equipment, supplies and materials. Sets up equipment and tools for safe operation at job sites; provides routine maintenance of vehicles and equipment. Takes assigned vehicles to garage for maintenance and repairs.
5. May guide and check work of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers; provide instruction on proper procedures and safety.

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6. Utilizes personal protection equipment such as respirator, foot and eye protection while performing duties; performs critical Americans with Disabilities Act (ADA) compliance work to remove barriers. Sets up equipment and tools safely at job sites and provide instruction on proper use and safety measures.
7. Attends training to increase knowledge, awareness and safety.
8. Complies with Commission's practices regarding recycling and disposal.

Important Worker Characteristics:

- A. Knowledge of: (1) standard masonry practices and methods; (2) Maryland Occupational Safety and Health (MOSH) and Occupational Safety and Health Administration (OSHA), fire, and building codes; (3) Commission policies and procedures*; and (4) hazardous materials.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in operation of: (1) masonry hand and power tools; (2) light construction equipment (e.g. skid loader, forklift); and (3) motor vehicles.
- C. Ability to: (1) calculate fractions, decimals, and percentages; (2) complete work orders and other work-related paperwork; and (3) obtain cardiopulmonary resuscitation (CPR) and first aid certifications.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include understanding and applying principles to solve practical problems.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading and interpreting building plans, blueprints, schematic drawings, and sketches to perform routine masonry work.
- F. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

Minimum Qualifications (MQs):

1. High School diploma or Certificate of General Educational Development (GED).
2. Completion of an approved masonry apprentice program or four (4) years of progressively responsible masonry experience.

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3. An equivalent combination of education and experience may be substituted, which together total four (4) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Depending on area of assignment, a Valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
6. Pass Commission medical examination.

Working Conditions:

Occasionally performs work indoors and outdoors work; exposure to varied weather conditions, confined spaces, heights, dirt, noise, dust, and fumes. Must be available to work during emergencies. Positions in this class occasionally remains in a stationary position, move about inside the office and outside, operate vehicles, tools and equipment, ascend and descend ladders and stairs, position self to complete manual work, pull and use fingers to perform masonry work, move equipment, tools and objects weighing up to 100 pounds.

Examples of Mason I Work:

- Repairs blocks, brick work and tile work
- Points up walls