

The Maryland-National Capital Park and Planning Commission

TITLE: Mason II GRADE: T04 DATE: 5/30/2019
SERIES: Building Trades CODE: 2434 EEO: Skilled Craft FLSA: Non-Exempt

Class Definition:

Under general supervision, performs the full range of difficult, skilled masonry work involving considerable responsibility, complexity, and variety. Performs construction, maintenance, renovation, and repair of a variety of structures and surfaces of Commission buildings, structures, and property. May direct activities of Masons, Trades Apprentices, and Park/General Maintenance Workers who support skilled trades workers. Applies considerable knowledge of standard masonry practices and methods and fire and building codes. Performs various types of analyses and makes the full range of calculations. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. The incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), keeps the supervisor informed and brings procedural exceptions to the supervisor's attention for guidance or resolution. The work is expected to be accurate, timely and consistent with guidelines – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Receives work orders for masonry projects; reads and interprets building plans, blueprints, and engineering drawings to determine equipment, materials, and methods; inspects and troubleshoots buildings and structures for damages or necessary repairs. Recommends corrective action and prepares repair estimates; contacts inspectors to schedule inspections of projects.
2. Performs difficult masonry work; uses a variety of tools and equipment to renovate, install, construct, and repair various masonry structures; uses ceramic and clay tiles with cement or mastic adhesives for floor and wall finishes. Forms, pours and finishes concrete/cement structures; installs doors, windows, and associated hardware in masonry structures. Determines unique construction design and materials necessary for historic structures and maintain compliance with historical preservation guidelines.
3. Performs fine and close tolerance masonry work and constructs artistic structures of marble, stone, and other building materials with complex and unique construction requirements.
4. Completes required administrative paperwork and recordkeeping such as leave slips and material list.
5. Maintains inventory and assigns power equipment, tools, safety equipment, and vehicles to crew; makes purchases and checks invoices to ensure materials are received and delivered.

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6. Drives motor vehicles to carry workers and haul tools, equipment, materials, and supplies to job sites; loads and unloads trucks of tools, equipment, supplies, and materials. Sets up tools and equipment for safe operation at work sites; provides routine maintenance of vehicles and equipment. Takes assigned vehicles to garage for maintenance and repairs.
7. Assigns, trains and checks work of other Masons, Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers; provides instructions and assists with training on proper procedures, trade methods, and safety.
8. Ensures safe and efficient work practices are followed, checks job sites for potential hazards; applies safe and effective methods for machine operation, maintenance and storage. Uses protective clothing and gear; performs critical Americans with Disabilities Act (ADA) compliance work to remove barriers and to maintain compliance.
9. Attends training to increase knowledge, awareness and safety.
10. Complies with Commission's practices regarding recycling and disposal.

Important Worker Characteristics:

- A. Considerable 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) geometry; (4) Commission policies and procedures*; and (5) 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); (3) motor vehicles; and (4) appropriate office equipment.
- 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 verbally so that others will understand. Examples include reading and interpreting blueprints, building plans, sketches, and schematic drawings to determine the type of equipment, materials, and methods to utilize.

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- 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:

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 experience.
3. Two (2) years of experience at the journey level.
4. An equivalent combination of education and experience may be substituted, which together total six (6) years.
5. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses 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 of their position.
6. Depending on area of assignment, a valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
7. 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 II Work:

- Renovation of a block or brick office.
- Installs brick or block retaining wall and placement of hardscape.