

The Maryland-National Capital Park and Planning Commission

TITLE: Mason III GRADE: 20 DATE: 5/30/2019
SERIES: Building Trades CODE: 2435 EEO: Skilled Craft FLSA: Non-Exempt

Class Definition:

Under direction, leads, coordinates, and monitors the work of other Masons. Additionally, may direct, lead, coordinate and monitor the work of Trades Apprentices 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. Applies extensive 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 organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties:

1. Plans crew projects; receives and completes 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. Plans, assigns, and checks work of other Masons, Trades Apprentices, 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 provides guidance for assigned personnel; assists Trade Shop Supervisors with performance evaluations, personnel forms and documents as prescribed by regulations and enforces Commission rules, regulations, and policies. Manages shop projects in absence of Trades Shop Supervisor.
4. Prepares and reviews informal bid proposals; prepares material requisitions and estimates of tools, equipment, supplies, and materials required to complete assignments. Evaluates options brought forward by other masons to determine appropriate course of action and prepare estimates.

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5. Coordinates preventive maintenance and inspects Commission buildings, structures, and property for damage and necessary repairs to detect problems.
6. Completes required administrative paperwork and recordkeeping; maintains electronic repair records information system. Maintains crew and project schedules and records of materials used, tasks completed, accidents and injuries.
7. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew. Obtains quotes, makes purchases and checks invoices to ensure materials are received and delivered.
8. Drives and operates fleet vehicles and equipment, materials or parts; uses a variety of equipment to move materials; uses a variety of hand and power tools.
9. 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; creates foundations and grades; forms and lays concrete for footings for brick walls and hearths; builds and pours custom chimney caps. Performs fine and close tolerance masonry work and constructs artistic structures of marble, stone, and other building materials with complex and unique construction requirements. Analyzes failed masonry and concrete products and replaces/ repairs failed products; determines unique construction design and materials necessary for historic structures and maintain compliance with historical preservation guidelines.
10. 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. Provides instruction on proper use and safety measures; follows confined space procedures.
11. Attends training to increase knowledge, awareness and safety.
12. Complies with Commission's practices regarding recycling and disposal.

Important Worker Characteristics:

- A. Extensive 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*; (5) confined space procedures; and (6) 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 including personal computer and applicable software.

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- C. Ability to: (1) calculate fractions, decimals, and percentages; (2) complete work orders and other work-related paperwork; (3) estimate time and materials; (4) lead skilled masonry work with minimum supervision; and (5) 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 and unusual problems; working with supervisors and project managers to review and interpret blueprints, engineering drawings and specifications to layout work assignments.
- 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 understanding manuals, blueprints, sketches, and drawings.
- 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. Four (4) years of experience at the journey level, including two (2) years of experience directing the activities of other skilled Masons.
4. An equivalent combination of education and experience may be substituted, which together total 8 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.

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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 III Work:

- Repairs, maintains and alters buildings, retaining walls and other brick, block or stone edifices.
- Lays bricks, blocks and stone, ceramic tile for flooring and fireboxes.
- Creates foundations and grades; forms and lays concrete for footings for brick walls and hearths.
- Build and pour custom chimney caps.
- Leads, coordinates and monitors workers who perform skilled masonry work.