



**MILWAUKEE
PUBLIC SCHOOLS**

MILWAUKEE PUBLIC SCHOOLS
DEPARTMENT OF HUMAN CAPITAL
5225 West Vliet Street
P. O. Box 2181
Milwaukee, WI 53201-2181
Area 414: 475-8205

POSITION DESCRIPTION

JOB TITLE: Mason			Job Class: 3750
DATE	DEPARTMENT OR SCHOOL: Finance and Operations	DIVISION Facilities and Maintenance Services	
BARGAINING UNIT: Building Trades		FLSA STATUS: ___ Exempt ___ Non exempt	
Pay Schedule:		Pay Range:	APPROVALS
<p>POSITION SUMMARY: (Describe the general nature and level of work performed by this position.)</p> <p>PURPOSE: Repair and replace both exterior and interior masonry materials, including brick, refractory, concrete block, stone, and ceramic tile. Perform other masonry related repairs or replacement work as needed.</p>			

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

ESSENTIAL FUNCTIONS:

- Laying brick, block stone, and tile in the construction of walls, chimneys, parapets, coping, and other similar buildings components.
- Tuck pointing, back plastering, waterproofing, cement finishing, and repairing masonry.
- Repairing, laying, and grouting tile in areas throughout buildings.
- Laying refractory brick for boiler linings, making boiler repairs, anchoring walls, sills, and lintels.
- Setting ornamental stone, marble and other materials.
- Estimating amount of brick, block, masonry sand, and cement for construction projects.
- Reading blueprints and maintaining familiarity with details of all types of masonry construction.
- Overseeing the work of Mason Helpers in the preparation of recommended mortar mixes.
- Erect, work from, and remove scaffolding and swing stages;
- Respond to after hours emergencies as necessary.
- Perform other job-related functions as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

All work assignments and methods are outlined, reviewed, and approved by immediate supervisor.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

None

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION REQUIREMENTS (Include certificates, licenses, and/or registrations required.)
High school diploma or equivalent (GED)

MINIMUM REQUIREMENTS:

1. Two years of experience as a Mason in the performance of duties closely related to the essential functions listed above.
2. Certification in the EPA Asbestos Abatement Training Program within 6 months of appointment.
3. Certification in the Lead Safe Renovator Training Program within 6 months of appointment.
4. Scaffolding User and Erector Training Certification within 6 months of appointment.
5. Confined Space Training Certification within 6 months of appointment.
6. Valid driver's license and availability of a properly insured personal automobile for use on the job at time of appointment and throughout employment (car allowance provided).
7. Must furnish basic Mason's hand tools of the trade.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of construction terminology, practices, and materials.
- Significant familiarity with the skills required to perform masonry duties at the journey level, particularly in estimating time and materials, selecting and organizing materials, tools and equipment, setting up the job site and managing any unforeseen conditions that might affect quality or quantity of the work.
- Knowledge of various masonry materials, including face brick, structural brick, stone, fire brick, concrete block, tile, and glass block.
- Experience mixing, working with, and recognizing color variance with different types of mortars.
- Knowledge of hand tools and equipment used in masonry construction.
- Knowledge of various kinds of scaffolding, including swing stages and fixed scaffolding.
- Skill in site setup, job layout, site measurement, reading construction plans, and specification interpretation.
- Knowledge of safe working practices.
- Knowledge of basic math including basic geometry.
- Ability to work mandatory overtime hours as required, whether given advanced notice, or called-in to perform emergency duties.
- Ability to organize, prioritize, and accomplish work.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Both inside and outside work environment. Exposure to the elements including inclement weather at times, working at heights, excavation work, exposure to dust, dirt, and general construction debris.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

- Ability to climb and work at heights at or above 70 feet in all weather conditions
- Ability to move objects weighing 100 lbs. or more on a regular basis.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.