

CLASS TITLE:

MASON SUPERVISOR

Class Code: 02333300

Pay Grade: 18G

EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As a working supervisor, to supervise, lay out, and participate in the work of masons engaged in the construction, alteration and repair of buildings and structures composed of concrete, brick, stone, tile and other materials; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received in outline form with considerable latitude for the exercise of independent judgement in the application of the practices and techniques of the trade; work is subject to review, usually upon completion, for satisfactory results.

SUPERVISION EXERCISED: Supervises the work of masons, helpers and others assigned to assist; makes specific assignments and gives technical advice and instruction when necessary.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and lay out the work of masons engaged in the construction, alteration and repair of buildings and structures composed of concrete, brick, stone, tile and other materials.

To supervise, and as need arises, to perform all the tasks usually performed by skilled masons such as: to construct, alter, maintain, and repair buildings, structures, foundations, floors, walks and walls using brick, stone, tile and other masonry materials; to build manholes and catch basins; to cut holes in stone, concrete and other materials; to repair sewer lines; to pave gutters and slow drainage systems; to make concrete blocks, bricks and posts; to cover steam pipes and fittings; to mix and place concrete in forms and do cement finishing; to erect and climb scaffolding for repairs; to make minor plaster repairs; and waterproofing interior and exterior structures.

To supervise, instruct in and perform the more difficult and highly skilled techniques of the trade.

To supervise and engage in the operation and care of various equipment and tools used in masonry work.

To make cost estimates of supplies and materials; to submit written requests for supplies and equipment, including the determination of kind, size, quantity and quality.

To keep time records of subordinates and such other records as may be required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of masonry work, and skill in the application of such knowledge; a working knowledge of the tools, equipment and materials used in masonry work, their properties, adaptability and uses; a working knowledge of safety measures and precautions; skill in the use and care of masonry tools and equipment; the ability to lay out work from plans and specifications and to supervise the work of subordinates; the ability to make estimates of materials and labor costs for masonry projects; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of ten school grades; and

Experience: Such as may have been gained through: employment as a skilled mason.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 26, 1979

Editorial Review: March 15, 2003