

MASONRY/MAINTENANCE WORKER

Purpose Statement:

The job of Maintenance Worker/Masonry is done for the purpose/s of completing construction projects safely and within established time frame; ensuring efficient and safe utilization of space; producing required walkways, forms, floors, etc.; and ensuring adequate materials are available to complete assignments in a timely manner.

Essential Functions

- Builds a variety of items (e.g. planter boxes, block walls, sidewalks, stucco, etc.) for the purpose of maintaining a safe and attractive environment and meeting administrative objectives.
- Coordinates with other trades for the purpose of completing projects/work orders efficiently.
- Maintains blacktop areas, floors, walkways, tiles, block walls, playground equipment, etc. for the purpose of ensuring safe and efficient utilization of space and within building codes.
- Maintains shop, equipment, tools, etc. for the purpose of ensuring the availability and functioning of required items and ensuring safety.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Repairs floor, floor tile, walkways, etc. for the purpose of ensuring the safe and efficient utilization of space.
- Repairs various items (e.g. storm drains, blacktop areas, playground equipment, etc.) for the purpose of maintaining a safe and attractive environment and meeting administrative objectives.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Assists other trades as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in masonry; operating manual and automatic sprinkler systems; operating trucks and other power equipment; planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, materials, tools and equipment used in masonry work, paving and fence construction; safety practices and procedures

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience within specialized field is required.

Education Community College and/or Vocational School degree with study in job related area.

Required Testing

- Pre-Employment Drug Screening
- Pre-Placement Physical Exam
- Pre-Employment Proficiency Test

Certificates & Licenses

Valid State Driver's License & Evidence of Insurability

Clearances

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

Continuing Educ./Training

None Specified

FLSAStatus

Non Exempt

Approval Date

8/10/16

Salary Grade

Clafd 28