

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## MASON

### DEFINITION

Under general supervision, performs skilled masonry work in the installation, alteration, maintenance, and repair of buildings and structures at a state institution or governmental unit; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

### WORK EXAMPLES

Constructs, maintains, and repairs concrete and other foundations for buildings, machinery, and similar projects; builds retaining walls, walks, fireplaces, chimneys and stairways.

Mixes, or oversees the mixing of mortar and lays common brick, face brick, cinder brick, concrete block, stone, terra cotta, or other related materials; establishes and checks vertical and horizontal alignment of walls; erects and removes necessary scaffolding.

Alters and repairs interior and exterior walls and ceilings; makes necessary maintenance inspections; patches and replaces firebrick in furnaces or boiler structures; repairs concrete pipelines; cuts, sets, and repairs stone and flagstone.

Builds forms, sets reinforcing wire and rods, mixes, pours, spreads, levels and rough finishes concrete or cement in the repair or construction of sidewalks, floors, walls, curbing, ramps, etc.

Waterproofs concrete; repairs and constructs flagstone walks, removes faulty or defective waterproofing.

Re-caulks, repairs, or replaces flashing; mixes and applies scratch coat, second coat, and rough finish coat of plaster; covers walls with stucco, cement, or lime mortar; repairs and replaces tile.

Keeps tools, materials, and equipment in good condition; makes rough sketches and estimates cost of masonry work; advises in selection, ordering and storing of materials.

Lays out the working details; leads and instructs trades helpers, unskilled or semi-skilled laborers and residents assigned; coordinates work with other trades personnel; keeps simple records and makes reports as required; assists as required in other maintenance work.

### COMPETENCIES REQUIRED

Knowledge of the principles, methods, materials, tools, and equipment used in masonry work.

Knowledge of the occupational hazards and safety precautions of masonry work.

Knowledge of standard building codes as they apply to the masonry trade.

Knowledge of the methods, materials, tools, and equipment used in cement finishing, plastering, and tile setting.

Ability to follow oral and written instructions.

Ability to demonstrate skill in the installation and repair of masonry work, including stone, brick, tile, plaster and concrete.

Ability to demonstrate skill in mixing and tempering lime and cement mortar.

Ability to determine proper foundation conditions and materials to be used.

Ability to prepare rough sketches and to estimate cost of masonry work.

Ability to instruct and lead semi-skilled and unskilled assistants.

Good physical condition strength, agility, including climbing and working above ground; endurance; good motor, hand, and eye coordination; manual dexterity.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

The equivalent of three years of full-time experience as a skilled mason;

OR

an equivalent combination of experience and education substituting one term of study in masonry at a recognized trade school for each six months of the required full-time experience;

OR

three years of experience in an approved masonry apprenticeship program;

OR

employees with current continuous experience in the state Executive Branch that includes the equivalent of two years of full-time experience as a Maintenance Repairer assigned to masonry work shall be considered qualified.

#### **NECESSARY SPECIAL REQUIREMENTS**

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 4/1/92 PW