



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Mason

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: AFSCME Cust/Maint/Veh Svcs

Non-Union or Specific Collective Bargaining Agreement: AFSCME Maintenance Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform skilled masonry work in the construction, alteration, maintenance and repair of buildings and structures.

### Essential Functions of this Job

Lays outs, constructs, erects, and installs structures and fixtures made of brick. Lays outs, constructs, erects, and installs structures and fixtures made of concrete block. Ability to install metal doors, windows and frames. Uses and insures proper maintenance and storage of tools and equipment. Lays outs, constructs, erects, and installs structures and fixtures made of artificial stone. Lays outs, constructs, erects, and installs structures and fixtures made of quarry tile and ceramic tile. Lays outs, constructs, erects, and installs structures and fixtures made of natural stone and concrete. Lays outs, constructs, erects, and installs structures and fixtures made of plaster. Makes repairs to building components that are constructed of any of the aforementioned building materials utilizing hand tools and power tools to facilitate the repairs. Operates vehicles in a safe and lawful manner, including the ability to operate and communicate on a two-way radio.

Must be able to perform physical tasks as set forth in the Physical Environment section of this document.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Five (5) years full time practical experience as a mason under a licensed contractor. Considerable knowledge of the standard methods, practices, tools and materials of the mason craft. Considerable

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knowledge of various types of cement, plaster, blocks, bricks and tile, including stress and strain, a ratio of mix and bonds. Knowledge of the hazards and safety precautions of the craft. Ability to follow oral and written instructions, and to work from sketches and plans/blueprints Skill in the use and care of the tools and material of the masonry craft, including the ability to set up and use a transit correctly. Ability to keep daily records and logs. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from high school, completion of GED, or trade school. Must have a valid driver's license appropriate to the vehicles assigned to the trade and be qualified to drive a School Board vehicle.

Work Context:

Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public. Requires the use of alternative communication systems such as electronic mail, telephones, two way radios and computers. Requires travel to school locations and work sites within the district.

Physical Environment:

Requires standing for the majority of the day, and the ability to frequently lift, carry, move and/or position objects weighing up to 80 pounds. May infrequently require lifting more than 80 pounds with assistance as needed. Requires working both indoors and outdoors. Requires the proper use of personal protective devices and equipment as assigned.

Local Code: 0382  
EEO5: 53  
Approval Date: 1997-03-01  
Date Last Revised: 2012-12-12

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*