

MASON COUNTY SCHOOLS

Job Description

POSITION: Mason

IMMEDIATE SUPERVISOR: Director of Maintenance

EMPLOYMENT TERM: 261 days annually, pursuant to WV Code §18A-4-8;

SALARY: Pursuant to WV Code §18A-4-8a, in accordance with Mason County Salary Scale, Pay Grade G commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the director of maintenance/ immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and MCBOE's Guide to Performance Evaluation for Service Personnel

JOB SUMMARY: "Mason" means personnel employed to perform tasks connected with brick and block laying and carpentry tasks related to such laying. WV §18A-4-8

PERFORMANCE RESPONSIBILITIES:

- Additional duties may be assigned. Mason is required to perform a variety of skilled tasks within the assigned location.
- Perform duties efficiently and productively.
- Construct building additions, storage rooms, and other masonry projects from prints, drawings, work orders, and oral instructions.
- Repair, pour, and finish concrete floors, sidewalks, retaining walls, drains, and curbs.
- Repair plaster and stucco.
- Set ceramic tile.

QUALIFICATIONS:

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of "Qualifications" in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required.

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate adherence to schedules; being punctual.
- Demonstrate flexibility and adjusting to change.
- Demonstrate courtesy and tactfulness in interpersonal relations.
- Demonstrate dependability.
- Demonstrate understanding and implementing responsibilities.
- Demonstrate ability to use good judgment and make good decisions.
- Skill in the laying of block, brick and stone.
- Skill in the pouring and finishing of concrete.
- Skill in plaster finishing.
- Skill in ceramic tile setting.
- Ability to effectively present information and respond to questions from administrators, staff, and general public.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to write reports and complete work consistent with the duties.
- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- Ability to accurately perform assigned tasks.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee will frequently bend, or twist, at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 75 pounds such as building supplies, building tools, and when unloading trucks. The employee will frequently work with hazardous tools, such as saws and other cutting devices. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outdoors and will occasionally work indoors. The employee will work near or with moving mechanical equipment and electrical components while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is moderate to loud, due to the use of power tools.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.