

# NEW CASTLE COUNTY GOVERNMENT

Number 0818

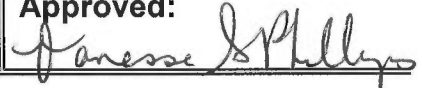
## CLASS SPECIFICATION

Page 1 of 2

Date 02/02/2017

Title: MASON SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs supervisory duties over masons and trades helpers; performs highly skilled and detailed masonry work at the highest trade level; performs routine masonry and carpentry work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class constructs, installs and repairs structures and fixtures of concrete block, pre-cast concrete, poured concrete, brick, stone, ceramic tile, and similar materials. This employee uses a wide variety of hand tools and power tools in the course of the work. Projects include the construction and repair of manholes, catch basins, junction boxes, curbing, sidewalks, retaining walls, bearing walls, non-bearing walls, masonry facings, ceramic tile, and other similar structures, fixtures, and facings. Responsibilities include designing and laying out projects, locating materials, ordering materials, and making cost estimates. This employee works under general supervision and supervision is exercised over masons, trades helpers, and other skilled and unskilled workers.

EXAMPLES OF WORK: (Illustrative only)

- Oversees and supervises masons and trades helpers involved in maintenance and construction activities;
- Inspects projects to determine scope of job and appropriate repair or construction methods;
- Estimates cost, time, staffing, materials, and equipment needed and locates materials and equipment;
- Reviews and works from plans, specifications, and blueprints;
- Requisitions materials, tools and equipment;
- Lays out and constructs projects and jobs incorporating manholes, catch basins, junction boxes, curbing, sidewalks, retaining walls, bearing walls, non-bearing walls, masonry facings, ceramic tile, and other similar structures, fixtures and facings;
- Constructs forms for pouring concrete;
- Erects wood and metal framework;
- Performs minor related building trades work;
- Supervises assigned crew, when necessary;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

# NEW CASTLE COUNTY GOVERNMENT

Number 0818

## CLASS SPECIFICATION

Page 2 of 2

Date 02/02/2017

Title: MASON SUPERVISOR

Approved:

- Operates a personal computer, and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the methods, practices, tools, and terminology of the masonry trade; good knowledge of the types and characteristics of different masonry materials; good knowledge of work hazards and safety precautions; ability to design and lay out projects; skill in the operation of hand tools and power tools of the trade; ability to supervise a crew of skilled and unskilled workers; ability to communicate courteously and effectively, both verbally and in writing.

**MINIMUM QUALIFICATIONS:** At least five (5) years' experience as a mason at the journeyman level and completion of a trade or high school diploma or GED; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Delaware class D driver's license or its equivalent. Must pass a Class III County physical examination and background check.

**HISTORY OF REVISIONS:**

Established: 08/30/99

Revised: 07/02/02

Revised: 02/02/17