

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MASON, SENIOR

Reports To: Designated Supervisor

UW Job Code: 6047

UW Job Family: 62 - Crafts/Trades

SOC Code: 47-2051

FLSA: Non-exempt

Pay Grade: 21

Date: 4-1-14

JOB PURPOSE:

Determine layout and design of projects relating to and requiring masonry work. Perform journeyman-level masonry maintenance and construction work including concrete flatwork, concrete structural formwork, and concrete structures. Responsible for maintenance and construction in one of the two following areas: ceramic tile/stone masonry or plaster. Perform additional duties of lead worker, which include assisting with supervision, technical guidance (training) to others, developing quotes, reviewing vendor estimates, scheduling, prioritizing and assigning work orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In consultation with customers, project managers, engineers, and other trades determine materials and labor required to complete the project.
- Determine layout and other necessary detail work, prepare area for concrete; remove old concrete, grading, set forms and screeds and install structural steel. Inspect and approve installations done by other trades to ensure work site is ready and acceptable for masonry installation.
- Construct complex forms with structural integrity necessary to hold concrete.
- Place concrete with proper mix and consistency, either from ready-mix truck or mixed manually in wheelbarrow or portable mixer and vibrated as needed.
- Finish concrete flatwork including floating, rough finishing (hand or machine), and hand trawling to a smooth finish.
- Strike joints and edging.
- Protect newly poured concrete from weather, rain, wind, and sun.
- Assist with supervision, project prioritization, and training.
- Complete complex technical work and troubleshooting. Perform site inspections and review work of others.
- Train and mentor new staff.
- Act as team leader on job site.

- Application of special or ornamental finishes.
- Mix various consistencies of mortar according to job specifications and nature of material.
- Properly prepare foundation walls and bases for starting brickwork.
- Select, cut, shape and place brick, tile, ceramic tile, native stone, cement, cinder block, and fire brick in proper position.
- Lay brick and tile to wood, metal, or other types of fixtures and frames.
- Lay brick to form various arches and designs.
- Set and anchor keystones.
- Construct chimneys and fireplaces of brick and types of masonry.
- Construct cupolas, furnace linings, kilns, stairways, bay windows, and other irregular structures.
- Repair, remodel, and renovate brick and stonework.

SUPPLEMENTAL FUNCTIONS:

- Operate snow removal equipment as needed.
- May assist with assignments, which cross over into duties of other skilled crafts, such as Mechanics, Welders, Carpenters, or others due to emergencies.

COMPETENCIES:

- Collaboration
- Technical/Professional Knowledge
- Developing Organizational Talent
- Individual Leadership
- Initiative
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED, plus training and experience necessary to complete the U.S. Department of Labor requirements**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Journeyman-level status as a Cement Mason as defined by the U.S. Department of Labor**
- **Valid driver's license is necessary**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Materials ordering processes and procedures.
- Techniques in preparation, mixing, applying, pouring, leveling, vibrating and finishing concrete, plaster and related compounds.
- Factors affecting concrete quality including slump, gradient, weather, temperature and surface preparation.
- Occupational hazards and safety precautions of the trade.

- Procedures necessary to ensure a safe working environment.
- Techniques, principles and methods for installation and repair of tile and brick areas.
- Basic project planning and scheduling techniques.
- Training methods and procedures.
- Supervisory techniques.

Skills and Abilities to:

- Interpret construction drawings, blueprints, sketches, plans and specifications.
- Move objects weighing up to 50 pounds regularly and 100 pounds occasionally.
- Safely and efficiently, operate and use associated equipment and tools.
- Match textures.
- Construct and renovate chimneys, fireplaces, cupolas, furnace linings, kilns, stairways, bay windows, and the like.
- Set anchor keystones.
- Use tile saws, trowels, hammers, brick sets, chisels, plumb rules and other masonry tools.
- Read, understand and follow safety procedures.
- Work as a team member and foster a cooperative work environment.
- Coordinate and communicate work assignments to masonry work crews and other trades/crafts.
- Lead and prioritize projects.
- Manage in the manager's absence.

WORKING CONDITIONS:

Various in/outdoor locations to perform repair, maintenance and construction work on a routine basis.
Frequent exposure to inclement weather conditions.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.