



Job Title: APPRENTICE MASON

FLSA Status: Non-Exempt

Supervisor: Lead Mason

Salary Schedule: Maintenance Personnel RANGE: 1

Terms of Employment: 260 Days/ 8 hours a day

Job Goal: To assist in the performance of general work order assignments given by the lead mason including installation, repair or replacement of fences, sidewalks, concrete slabs, etc.

Minimum Qualifications

1. High school diploma or equivalent.
2. Valid NM Driver’s license.
3. Verifiable work and character references.

Performance Responsibilities

1. Executes high performance standards within the confines of the “work request” system.
2. Identifies parts, supplies, and tools needed to complete assigned tasks.
3. Demonstrates safety precautions in job execution with crew assigned in order to minimize on the job accidents and follow proper safety procedures.
4. Accounts for inventoried items and controls other items to minimize loss by theft or waste.
5. Assists in installing lay in ceiling, chain link fence, ceramic tile and concrete slabs.
6. Communicates in a courteous manner with his superiors, peers, and subordinates.
7. Maintains high work efficiency.
8. Agrees to fulfill performance responsibilities in location(s) assigned.
9. Performs other duties as assigned within the parameters of the job analysis.
10. May be required to be called out on an emergency basis after hours
11. Exhibit professionalism by maintaining good attendance and adhering to contract hours
12. Communicates and displays courteous and professional behavior toward the Immediate Supervisor, School and District Administrators, staff and peers
13. Agrees to fulfill performance responsibilities in location(s) assigned



- 14. Complies with local, state and federal rules and regulations
- 15. Performs such other tasks as may be assigned within the parameters of the job description and job analysis.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment commensurate with the responsibilities of the job and scope of work including but not limited to jack hammer, hammer drill, auger, power driven cement finisher, electric cement circular saw, concrete mixer, concrete finishing tools, chain link fence repair tools, etc. This position calls for the operation of many types of equipment including pickups, tractor, forklift and front-end loader.

WORKER TRAITS

Aptitudes

- verbal ability required to understand oral and written instructions
- motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
- manual and finger dexterity required to operate machines and equipment precisely and rapidly

TERMS OF EMPLOYMENT

Salary and work year according to current schedule

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Signature _____ Date _____

Print Name _____

Approved By _____ Date _____