

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

MASON FOREMAN

QUALIFICATIONS:

1. High School Diploma or equivalent G.E.D.
2. Four (4) year apprenticeship and achievement of journeyman status.
3. At least five (5) years of experience as a journeyman mason with demonstrated ability to work with and supervise others.
4. Ability to coordinate work processes around the schedules of a number of other trade groups simultaneously.
5. Union member in good standing.

REPORTS TO:

Facilities Administrator

JOB GOAL

This position is responsible for providing direct field supervision for mason journeymen. When other duties permit, assists and occasionally performs the work of a mason alongside those being supervised.

PERFORMANCE RESPONSIBILITIES:

1. Maintains attendance record keeping on assigned staff.
2. Schedules staff to work assignments and directly supervises their performance.
3. Provides helpful input to Facilities Administrator for performance evaluation of subordinates. Recommends disciplinary action when necessary.
4. Assures staff attendance and participation in necessary training in trade, and other mandatory in-services through the school district (including staff meetings).
5. Assists in estimating job costs and material needs.
6. Expedites purchases and delivers materials and supplies to job sites.
7. Reads and interprets blueprints. Serves as field liaison with architects, engineers and outside contractors as needed/directed.
8. Assists in maintaining the operation of all school buildings and power plants in the School District.
9. Upholds the philosophies/values of the Trenton Board of Education.
10. Serves as a role model for exercising safe and appropriate work habits: demonstrates knowledge of and follows all prescribed safety policies/procedures; demonstrates general knowledge of work processes within skill area.
11. Promotes positive inside and outside relations: interacts with all tradespersons on job sites in a positive manner; works in consultation with the Facilities Administrator, other departments and vendors as needed to ensure that masonry issues are handled in a smooth and timely manner.
12. Maintains files for the masonry section of the maintenance department, inclusive of staff attendance.

PERFORMANCE RESPONSIBILITIES (continued):

13. Completes and files reports as required/requested by the administrative office of the Trenton Board of Education.
14. Assists with moving all supplies, furniture, materials, tools & equipment, as needed.
15. Assists with snow removal throughout the District.
16. Performs other duties and assumes such responsibilities as related to the operation of the Maintenance Department, as may be assigned by the Facilities Administrator or designee.

ENVIRONMENTAL ASSESSMENT:

Working Conditions: Exposure to extreme temperatures; indoor/outdoor work; opportunity for periods of medium to heavy physical exertion

Work Hazards: Exposure to epoxies, acids, chemicals, loud noises, and other elements or conditions which could potentially pose a threat to health if proper safety precautions are not followed, and/or if in certain instances personal protective clothing and equipment is not worn.

TERM OF EMPLOYMENT: Twelve (12) Months

BARGAINING UNIT: Mechanics and Laborers

SALARY: Salary to be determined by appropriate placement on the salary guide.

STATUS: Hourly____ Salaried X

Exempt____ Non-Exempt X

EVALUATION: In accordance with Mechanics and Laborers contract. Performance of this job will be evaluated annually.

BOARD APPROVAL: 3/23/15

Board Approved
October 26, 2015