

Leon County Public Schools Classification Specification

Salary Grade 32

Summary Information:

Classification Title: Assistant Mason **Date Prepared:** 02/2008, 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

431	Building Operations – Masonry	Lay, set and maintain such building materials as brick, stone and terra cotta block for one or more facilities. Perform preventative maintenance on equipment and building components within area of expertise district wide.
426	Equipment Set up/ Break down	Move or set up furniture or equipment (e.g., computers, bleachers and sports equipment). Arrange rooms/auditoriums. Remove furniture or equipment after event and clean area as required.
429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.
425	Building Operations - Emergency or Other	Operations not covered by bid and/or not covered by other activity definitions. Perform preventative maintenance on equipment and building components within area of expertise district wide.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
416A	General Facilities Inspections	Inspect facilities for cleanliness, disrepair, and general housekeeping.
410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education: High School Diploma or equivalent with no related experience required
Supervisory Responsibility: None
Type of Supervision: N/A
Effective Date: 02/2008, 07/2003