

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

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

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

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.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
474	Acquisition Analysis - Materials and Supplies	Issue and evaluate bids, and place orders for materials, supplies, business equipment, food and services.
427	Building Operations - Records	Record work and cost effectiveness on maintenance and repairs performed. Perform preventative maintenance on equipment and building components within area of expertise district wide.
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.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.
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/Experience: A.A. Degree with three years related experience; or High School diploma or equivalent with five years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 02/2008, 07/2003

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Skill Identification

Managerial/Supervisory Skills	Important	Not Important
		X
• Developing Multi-year Strategic and/or Operational Plans		X
• Developing Annual Budgets		X
• Policy Development		X
• Controlling Expenses	X	
• Coordinating Resources	X	
• Decision making	X	
• Delegation		X
• Individual/group leadership		X
• Interpersonal (working with groups)	X	
• Knowledge of Business/organizational systems		X
• Negotiating and/or persuading others to take action		X
• Promoting safety	X	
• Supervising, coaching and developing employees		X

Office Skills	Important	Not Important
		X
• Checking grammar/punctuation		X
• Filing		X
• Perceiving detail in checking information/forms		X
• Reading comprehension (high school level)	X	
• Operating word processing software		X
• Operating a computer terminal for data entry		X
• Operating automated spreadsheet software		X
• Scheduling appointments and/or travel	X	
• Taking and distributing messages		X
• Taking dictation and meeting minutes		X
• General mathematical - adding, subtracting, multiplying, etc.	X	

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		X
• Checking grammar/punctuation		X
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• Perceiving detail in checking information/forms		X
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