

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MAINTENANCE BRICKMASON FOREMAN

Position Code: K5209

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs skilled brickmason work at the level of master craftsman; assigns, directs and reviews the work of a group of journeymen engaged in all phases of brickmasonry.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Assigns journeymen to masonry work in the repair, maintenance, construction or alteration of boilers, incinerators, window and door openings, walls, sidewalks, floors, chimneys and other masonry structures, usually using brick, but occasionally using plaster, concrete, tile, cement block, mortar and similar structural material.
2. Directs the work of craftsmen and helpers in a well-equipped masonry shop.
3. Makes estimates of materials and time needed for jobs.
4. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of eight years elementary school and two years experience as a journeyman brickmason.

Knowledge, Skills and Abilities

Requires extensive knowledge of the tools, materials, methods and standard practices of the trade.
Requires skill in the use of tools of the trade.
Requires ability to direct journeymen brickmasons.
Requires ability to perform all tasks usually associated with skilled journeymen brickmasons.
Requires ability to read, interpret and work from plans, simple drawings or sketches.
Requires ability to make simple arithmetic computations and estimations of materials needed.
Requires willingness to travel and possession of a valid Illinois driver's license.

Approved by the Secretary of State Merit Commission – November 15, 1977
Effective – November 16, 1977

Revisions approved by the Secretary of State Merit Commission - July 19, 2006
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