

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

MAINTENANCE CEMENT MASON

Position Code: K5280

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, performs skilled tasks in the construction, maintenance or repair of steps, curbs, gutters, sidewalks and driveways or any other duties requiring a cement- like substance.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs general cement mason duties in the repair, maintenance or construction of steps, curbs, gutters, sidewalks and driveways or any work involving cement-like substance.
2. Supervises helpers in performing related trade tasks.
3. 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 experience necessary to qualify as a journeyman cement mason.

Knowledge, Skills and Abilities

Requires working 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 instruct and direct unskilled workers.

Requires ability to perform all tasks usually associated with cement masons.

Requires ability to read, interpret and work from plans, simple drawings or sketches.

Requires willingness to travel and possession of valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission – April 8, 1986

Effective – April 16, 1986

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

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