

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

MAINTENANCE MASON TENDER

Position Code: K5380

DISTINGUISHING FEATURES OF THE CLASS

Under immediate supervision, performs a variety of skilled works below the journeyman level, in preparation of mortar and materials in assistance to brickmasons for the custodial care of buildings and grounds.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Mixes mortar for bricklayers.
2. Erects and dismantles scaffolding for bricklaying jobs; places walkways and boards on scaffolding.
3. Maintains stock of bricks and blocks.
4. Operates motorized mortar mixers.
5. May perform a variety of semi-skilled tasks requiring the manual use of tools and some mechanical aptitude; may clean, grease, paint and make minor repairs to machinery, gears and other appurtenances.
6. May supervise a small group of seasonal laborers.
7. 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 six months experience performing a variety of skilled manual tasks in the maintenance of buildings, grounds or in related fields.

Knowledge, Skills and Abilities

Requires extensive knowledge of preparation of mortar mixes and operation of mortar mixing equipment.

Requires working knowledge of construction and maintenance materials.

Requires working knowledge of one or more of the mechanical and building trades.

Requires skill in the use of tools and ability to perform semi-skilled manual work.

Requires ability to follow simple oral and written instructions.

MAINTENANCE MASON TENDER (Continued)

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 – December 9, 1986
Effective – December 16, 1986

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