

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Cement Mason
JOB CODE : 030303, 035303
DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent installs and finishes exposed surfaces of cement, concrete, and grouting materials in accordance with plans and specifications.

DIMENSIONS

The incumbent reports to a Cement Mason Foreman, general foreman, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs work in accordance with drawings, sketches, specifications, codes, and standards;
2. Sets formwork for forms one board high or less;
3. Finishes exposed surfaces of new (fresh) concrete pours as specified, including special finishes such as epoxy and iron filings;
4. Grouts anchor bolts, base plates, and embedded items in concrete as specified;
5. Patches existing concrete surfaces such as stairs, sidewalks, and loading docks as specified;
6. Performs duties in compliance with Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking at jobsite for short distances on uneven terrain;
2. Frequent lifting/carrying 10 to 50 pounds of materials/supplies/tools up to 150 feet; assistive devices available for lifting/carrying up to 100 pounds of materials/supplies/tools;
3. Frequent pushing/pulling using one/both hands/arms while performing concrete work exerting up to 50 pounds of force;
4. Occasional climbing/walking on rebar and while performing work over forms;
5. Constant kneeling/crouching/crawling while installing/finishing cement/concrete surfaces;
6. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while using tools to perform job tasks;

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7. Constant use of sight abilities to perform job duties requiring near- and mid-range vision, and hand/eye coordination;
8. Frequent use of speech/hearing abilities while giving/receiving instructions, and in routine exchanges of information.

Mental

1. Attention to detail is required while monitoring routine processes and to perform job duties safely/efficiently;
2. Must be able to read/write/speak English and perform basic mathematical calculations;
3. Must possess sufficient reading skills and spatial aptitude to understand drawings/sketches/specifications/codes/standards necessary to job performance/completion;
4. Must be able to work with time constraints to meet work schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors exposed to typical Nevada weather conditions.

Tools & Equipment Used: Hand/power tools, rake, shovel/hoe, screed-power trowel, edging tools, pneumatic tools, wheelbarrow, and any other equipment necessary. Safety equipment includes hard hat, safety shoes, hearing/eye protection, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience in setting forms, screeds, and finishing of concrete surfaces or completion of a recognized apprenticeship program.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.