

# Job Description



## Mason

40 Hours | POS #10000502

<b>Direct Report</b>	Street & Sewer Construction Foreperson	<b>Grade</b>	Gr-G \$22.28hr - \$31.10hr
<b>Department</b>	Department of Public Infrastructure	<b>FLSA</b>	Non-Exempt
<b>Division</b>	Department of Public Infrastructure	<b>Bargaining Unit</b>	Union
<b>Date</b>	July 2025	<b>Location</b>	1105 Shawmut Avenue

**Homeland Security Emergency Status:** Essential  
**Safety Classification:** Safety Position

### Summary

This position installs, repairs, removes, and maintains all masonry components of facilities and structures owned by the City.

### Supervisory Responsibilities

*Supervision Scope:* Supervisors are responsible for signing job descriptions.

*Supervision Received:* This position receives general direction and supervision from the Street & Sewer Construction Foreperson.

*Supervision Given:* No supervisory responsibilities.

### Essential Function

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Installs, repairs, removes, and maintains brick, concrete, tile or other masonry components of facilities and structures owned by the City.
2. Performs routine maintenance of water and sewer catch basins and manholes owned by the City.
3. Installs concrete, brick, and mortar after repair of cobblestone streets or sewer and water line repairs.
4. Forms, pours, and installs curbs and gutters after street repairs.
5. Prepares, pours, floats, and finishes concrete surfaces for walkways, driveways, manholes and other structures.
6. Rebuilds or replaces historical brick sidewalks and passageways.
7. Repairs damaged monuments or statues owned and/or maintained by the City.
8. Assists with snow and ice removal.
9. Coordinates delivery and storage of stone, tile, or other masonry products.
10. Assists with general labor duties on each job site as required.
11. Provides effective and efficient customer service and promotes and maintains responsive community and working relations.
12. Performs snow removal as deemed necessary.
13. Performs related duties as assigned.

**This position is deemed essential personnel and must report to work during emergency situations.**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the City of New Bedford and the employee and is subject to change by the City as the needs of the City and requirements of the job change.*

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## Competencies

Thoroughness and Attention to detail	Team Player	Creativity
Organizational Skills	Multitasking	Technical skills
Customer Service	Craftsmanship	

## Minimum Qualifications

### Education and Experience

- Graduation from high school or GED equivalent.
- Two to four years of experience in masonry construction, and operation of construction equipment and machinery.
- Any equivalent combination of education and experience.

## Required Skills and Abilities

- Installing brick, stone, concrete blocks, cement, or other masonry components.
- Forming, installing, and curing concrete for walkways, passageways, floors, walls, or other structures.
- Reading blueprints or other technical specifications for installing, repairing, or removing masonry components.
- Occupational hazards, and the proper safety methods and procedures used to avoid or minimize risks.
- Understand and carry out instructions
- Work independently and multi-task.
- Adhere to historical rehabilitation standards when appropriate for historical structures or facilities.
- Perform physical tasks under varying weather conditions.
- Establish and maintain effective working relationships with supervisors, coworkers, and the general public.
- Installing, repairing, and renovating catch basins and manholes in the City.
- Replacing or installing sidewalks, curbs, and gutters along City-owned streets.
- Installing various components of masonry construction including bricks, stone, tile, concrete block, or glass block.

## Special Requirements

- Subject to Mandatory CORI (Criminal Offender Record Investigation)
- Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis.

## Work Environment

The **Mason** makes constant contact with other staff, members of the public and City departments. This requires excellent customer service skills. The **Mason** is expected to operate in an environment where errors can be costly with

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regard to efficiency of the operation. Works in environments that at times can be unpleasant, such as wet wells and other confined spaces. Could be assigned to various divisions within the Department of Public Infrastructure and needed.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly outdoors; hand-eye coordination is necessary to operate tools, vehicles and various types of construction tools and equipment. Specific abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to be in a stationary position, traverse, communicate; operate, reach with hands and arms. The employee is frequently required to ascend/descend. The employee is frequently exposed to adverse weather and other unpleasant conditions, such as heat, cold, wetness and humidity; dim or bright lights, dust, odors, noise, vibrations, toxic agents, smoke, electrical currents, heavy machinery, various risks, toxins, and hazardous waste associated with masonry construction. The employee must take caution when operating vehicles or handling chemicals. The employee must frequently lift and/or move up to 50 pounds and occasionally in excess of 50 pounds.

## Work Hours

This is a full-time non-exempt position with a typical 40 hours per week with required availability for after normal hours of operation during emergencies and other departmental critical needs.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.