



ROYAL UNIVERSITY OF BHUTAN
GEDU COLLEGE OF BUSINESS STUDIES
POSITION PROFILE

1. JOB IDENTIFICATION:

- 1.1 Position Title : Mason
- 1.2 Position Level : 12
- 1.3 Occupational Group : Administrative & Technical
- 1.4 Mode of Employment : Regular
- 1.5 College/OVC : Gedu College of Business Studies

2. MAIN PURPOSE OF THE POSITION:

- 2.1 . To attend to all masonry related tasks of the college.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1 Maintaining, altering, and repairing walls, sidewalks, street curbs, floors, sink counters, bathroom showers, and other related structures or surfaces.
- 3.2 Carrying out the estimation of materials and labour.
- 3.3 Reading blueprints and drawings to calculate materials needed accurately.
- 3.4 Ensuring surfaces are cleaned and polished with the necessary hand or power tools.
- 3.5 Maintaining a neat and tidy work area after completing a job.
- 3.6 Staying up to date with all safety procedures and regulations, and following them rigorously.
- 3.7 Use bricks, concrete blocks, and stones to build walkways, walls, fences, and other masonry structures.
- 3.8 Work without supervision and also provide supervision to the less-skilled workers.



- 3.9 Laying building materials and carrying out the construction and repairing of surfaces or structures.
- 3.10 Carry out the essential part of masonry work for construction projects.
- 3.11 Carry out any other task as and when assigned.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Fitting together individual masonry units including brick, block and stone to complete a finished structure.
- 4.2 Cutting and finishing masonry units to allow for a finished appearance at the ends of structures as well as openings in the structure.
- 4.3 Mixing and application of mortar mix. The application includes proper tooling and striking of masonry joints.
- 4.4 Setup of project sites to allow for safe working conditions during the project.
- 4.5 Proper use of PPE or personal protective equipment during the cutting and grinding of materials.
- 4.6 Installation of attachment components for facade work including wall ties.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

- 5.1 **Education:** Cl. X with 2 yrs. Certificate (VTI / TTI) / In-service with Certificate in Masonry
- 5.2 **Experience:** Relevant work experience will be an added advantage. Preferences will be given to those with relevant work experience while shortlisting.

5.3 Knowledge Skills and Abilities:

- 5.3.1 Excellent communication skills, physical fitness, strength, and stamina.
- 5.3.2 Good mathematical and problem-solving skills, profound knowledge of related tools, and masonry techniques; equipment and materials, color vision, and dexterity
- 5.3.3 Knowledge of rules and regulations pertaining to the area of work.
- 5.3.4 Good communication skills in written as well as spoken at least in Dzongkha and English.



- 5.3.5 Ability to be courteous and able to handle matters on short notice.
- 5.3.6 Good interpersonal skills to garner support from relevant officials.
- 5.3.7 Knowledge of related tools, masonry techniques, equipment, and materials.
- 5.3.8 Skill in the construction, alteration, repair, and maintenance of masonry structures and surfaces.