

ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Mason
1.2 Position Level: PL12/PL11
1.3 Occupational Group: Administrative and Technical Staff
1.4 College/OVC: College of Science and Technology, Phuentsholing

2. MAIN PURPOSE OF THE POSITION:

To assist the estate and maintenance unit with construction, repairing, and maintaining structures made of brick, stone, concrete, and other materials. The role requires precision, technical skill, and adherence to safety and quality standards to ensure durable and aesthetically sound construction.

3. GENERAL ROLES AND RESPONSIBILITIES

- **Construction & Installation:** Lay bricks, concrete blocks, stones, and other materials to construct walls, partitions, pavements, tiling, repairing and maintenance and structures.
- **Material Preparation:** Cutting, shaping, and dressing materials using specialized hand and power tools like chisels, hammers, saws and maintaining the tools and equipment in good working condition.
- **Bonding & Mixing:** prepare mix ratios of sand, cement, and water to create mortar or grout to be used as binding materials and concrete to the required consistency.
- **Precision & Alignment:** Using levels, plumb bobs, and string lines to ensure structures for vertical (plumb) and horizontal (level) to align surfaces to ensure accuracy.
- **Blueprint Interpretation:** Reading and interpreting technical drawings and plans to calculate required materials, layout dimensions and specifications.
- **Site Preparation:** Cleaning and leveling work surfaces before starting a project and setting up necessary scaffolding or forms.
- **Maintenance & Restoration:** Repairing damaged masonry by replacing worn units, fixing mortar joints, or cleaning old surfaces.
- **Safety Compliance:** Following work place safety guidelines or local safety protocols, including wearing proper PPE, identifying site hazards and use protective equipment at all times

4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

- 4.1. **Education:** Certificate in Mason (VTI/TTI) graduate or equivalent
4.2. **Experience:** Preference will be given to those with relevant work experience with proven experience as a mason or similar role.

4.3. **Knowledge, Skills and Abilities:**

Candidates applying for the advertised post should possess the following:

- Ability to carry out maintenance and construction tasks efficiently and effectively with high quality, and perform manual labor in various weather conditions.
- Proficiency in using appropriate tools.
- Basic math is required to calculate measurements, angles, and material quantities.

- Fine motor skills for laying units with consistent precision and clean finishes.
- Good communication skills in both written and spoken Dzongkha and English.
- Ability to listen and be open to multiple views, perspectives, and feedback.
- Ability to organise information and maintain up-to-date records for all maintenance/ construction work.
- Good physical stamina and hand-eye coordination.
- Attention to detail and precision in work.
- Ability to work independently and as part of a team.
- Courtesy and the ability to handle matters at short notice.

5. WORKING CONDITIONS:

- Work is primarily outdoors at construction sites.
- Exposure to varying weather conditions.
- Requires lifting heavy materials and prolonged standing, bending, and kneeling.

6. SERVICE CONDITIONS:

Salary will be commensurate with qualifications and experience in accordance with the existing Rules and Regulations of the Royal University of Bhutan.