**Job Title:** Mason

**Department:** Engineering

**Reports to:** Engineering Supervisor - Civil

**Position Level:** Rank & File (L)

***Position Overview***

The Mason is responsible for repair, maintenance and new works of building mason works interior, exterior and outdoor covering wall, floor, tiles, stones, pool, structure etc. Area covered are villas and beach suites, FB Outlets and kitchen, BOH and offices, stores, spa, water sport, arrival house, pool house, etc.

***The Role***

* + - * Use Proper PPE (Personal Protective Equipment) and tools.
      * Always keep own cleanliness, safe and hygiene and do proper hand washing and sanitizing.
      * Follow company P&P (Policy and Procedure) on grooming and uniform usage.
      * Follow P&P of working in certain hazardous condition.
      * Follow certain SOP (Standard Operating Procedure) for a specific job.
      * Ensure maintenance plan is in place and hardcopy attached to the white board.
      * Perform scheduled maintenance works, and ensure records are well documented.
      * Perform any repairs required on site or in the workshop and ensure records are well documented.
      * Strictly follow SOP of working in the F&B Outlet and kitchen for food and hygiene control.
      * Describe in detail on spare parts request concerning specification, brand, model and quantity.
      * Perform cleaning and keep cleanliness of working area, workshop and plants rooms.
      * Maintain an inventory for tools, consumable and spare parts used and report to Store Keeper and Supervisor the day the job is finished and at regular intervals set by Supervisor.
      * Do proper handover with colleague at the beginning and finishing the duty.
      * Attend the trainings and courses arranged by company.
      * Attend daily briefing, weekly meeting, monthly meeting and any other regular meeting set by department and management.
      * Plan with supervisor for leave days and day in lieu.
      * Set as part of fire brigade team as part of emergency response team.
      * Involve actively in fire life safety program and sustainability program.
      * Perform other duties or responsibilities that are reasonable as assigned by your immediate supervisor or manager.

***Talent Profile***

***Qualifications:***

* Minimum High School completed in civil works.
* Attended First Aid, CPR, firefighting training and trained on masonry.

***Work***

***Experience:***

* Hotel & Resort background with minimum two (2) years as a mason.
* Experiences of doing repair, maintenance and doing new works, wall, floor, tile, stones, structure, etc.

***Skills Set:***

* Good command in written and spoken English.
* Good computer literacy especially Microsoft Office.
* Friendly and active.
* Familiar with mason tools.
* Experience in carpentry, painter jobs is a plus as it will sometimes be interchangeable work duty, based on the work priority and driven by focus on best guest experience.