

RJA Panel

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Haji Abdul Karim, Contactor,
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Md. Abdul Karim, Foreman,
Sub-Contractor, Project Builders

Md. Sohel Rana, Foreman,
Sub-Contractor, Banglamotor &
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Md. Ripon, Foreman,
Self-Entrepreneur, Saver

Md. Habib, Contractor
Rabeya Construction

Md. Shamim Miah, Foreman,
Joytun Developer

RJA Facilitator

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(SEP-B)

RJA Co-facilitator and Interpreter

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Observers

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Gender & Policy Adv. SEP-B
Zulfikar Ali, Secretary, BACI

Rapid Job Analysis of MASON



24 September 2014

Skills and Employment Programme-Bangladesh (SEP-B)



Results For The Real World

Duties and Tasks

A. Practice Occupational Health and Safety (OHS) Procedure:

A1. Administer safety of the workers	A2. Administer safety of the workplace	A3. Follow safety signs and regulations	A4. Apply personal protective equipment	A5. Arrange pure drinking water and sanitation facilities	A6. Control housekeeping hazards
A7. Apply first aids on minor injuries	A8. Respond to emergencies and personal wellbeing				

B. Maintain Construction Tools and Equipment:

B1. Perform generic preventive maintenance of tools and equipment	B2. Maintain inventory for tools and equipment	B3. Clean hand tools and equipment	B4. Arrange construction tools and equipment	B5. Repair minor faults of tools or its parts	B6. Notify supervisor in case of broken tools and equipment
B7. Fill up the requisition form					

C. Perform Measurements:

C1. Measure length and width	C2. Measure depth/height	C3. Take diagonal measurements	C4. Take angular measurements	C5. Take circular measurements	C6. Measure rectangular area
C7. Measure thickness measurement	C8. Measure volume of work	C9. Apply 3,4,5 method to make right angles			

D. Prepare Construction Works:

D1. Identify drawings and specifications	D2. Interpret drawings and specifications	D3. Estimate the required time for work	D4. Estimate the required labor for work	D5. Make wooden peg	D6. Prepare layout for basement
D7. Compact the soil	D8. Prepare mortar	D9. Prepare layout for ground floor and above	D10. Make layout for brick wall	D11. Prepare layout for doors and windows	D12. Perform curing of bricks

E. Level Working Surface:

E1. Check level of flat surface	E2. Check alignment of the wall	E3. Check level of vertical surface	E4. Check level of horizontal surfaces	E5. Check level of slope surface	
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F. Perform Concreting Work:

F1. Prepare to carryout concreting work	F2. Make cement sand block	F3. Erect formwork for small scale concreting work	F4. Fabricate reinforcement works for small scale concrete work	F5. Prepare concrete mortar for casting works	F6. Perform C.C (Cement Concrete) casting
F7. Instruct or coordinate, batch,	F8. Perform R.C.C (Reinforce	F9. Compact CC/RCC casting	F10. Level CC/RCC casting	F11. Make cylinder to find	F12. Make casting for sunshade

mix and transport concrete from mixing point to the placing point	Cement Concrete) casting			out the compressive strength of concrete	
F13. Make casting for lintel	F14. Perform curing of concrete casting				

G. Perform Brick Works:

G1. Make brick flat soling	G2. Construct header bond	G3. Construct diagonal bond	G4. Make stretcher bond	G5. Make flemish bond	G6. Make English bond
G7. Make Zigzag bond	G8. Make brick pointing	G9. Make gaps for ventilators	G10. Fix the ventilators		

H. Perform Plastering Works:

H1. Perform chipping on R.C.C.	H2. Clean finished plaster	H3. Level plaster area	H4. Grout the area to be plastered	H5. Plaster on the ceiling	H6. Plaster on wall
H7. Make grooves	H8. Make bit (Paani-patti)	H9. Make kobla	H10. Make patent stone on floor	H11. Plaster on floor	H12. Make skirting
H13. Make nakshi plaster					

I. Maintain Quality of Construction Materials:

I1. Identify clay contents in sand	I2. Check the fineness of sand	I3. Supervise sieving of sand	I4. Check the humidity of cement	I5. Check the quality of bricks	I6. Check the quality of aggregate
I7. Check the appropriate ratio of mortar ingredients for making concrete	I8. Follow the appropriate ratio of mortar ingredients	I9. Ensure the optimum use of materials	I10. Check the fluidity of the mortar		

J. Perform Communication:

J1. Communicate with supervisor /workers	J2. Assist supervisor to prepare work schedule	J3. Receive instruction from Supervisor for day to day works	J4. Provide instruction to apply safety measures	J5. Provide instruction for cleaning the workplace	J6. Communicate over telephone
J7. Write progress report of the work	J8. Keep the attendance records of the workers	J9. Locate the site and give instruction to others			

K. Develop Professionalism:

K1. Take advice from supervisor	K2. Participate in trainings	K3. Attend meetings	K4. Work with the specialized skilled worker	K5. Visit new sites	K6. Explore new opportunities of learning
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Additional Information

Worker Traits <ul style="list-style-type: none"> • Punctual • Physically / Mentally healthy • Physically strong • Male / Female • Communication Skill • Good Attitude • Commitment • Attentive • Patience • Disciplined • Differently able group 	Entry Requirements <ul style="list-style-type: none"> • Male / Female • Grade 5 Dropouts or equivalent • Ability to read and write and numeracy knowledge 	Duration of Training 3-6 months 3 hrs per day	Career Paths Contactor/Supervisor Foreman Sub-Contractor Senior Mason <hr/> Future Trend This sector is growing rapidly Huge Potential for employment including foreign employment
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Tools and Equipment		Personal Protective Equipment
<ol style="list-style-type: none"> 1. Measuring tape 2. Tri square 3. Thread 4. Chalk 5. Marker 6. Hammer 7. Shovel 8. Kuni (Trowel) 9. Spade 10. Plum bob 11. Basula (Brick breaker) 12. Chisel (cold)/Cheni 13. Pan/Tagari 14. Scaffolding 	<ol style="list-style-type: none"> 15. Bucket/ Jug 16. Sprit level 17. Vibrator 18. Wooden/ Aluminum patta 19. Paper (Thick paper/ cement bag) 20. Rod 21. Safety belt 22. Peg/Khuta 23. Net 24. Broom 25. Sponge/ foam 26. Tool box (wooden) 27. Water level pipe (hose pipe) 	<ol style="list-style-type: none"> 1. Dust mask 2. Eye Goggles 3. Hand Gloves 4. Helmet 5. Shoe

Related Knowledge	
<ol style="list-style-type: none"> 1. Calculation of measurements, in feet/meter (conversion) 2. Units of measurement 3. Drawing scales 4. Calculation for volume/ area (Rectangle, Circle, Triangle) 5. Types of brick 6. Curing process of brick 7. Types of sand 8. Types of cement 9. Mortar mixing ratio 10. Functions of plumb bob/Shol/Olon 11. Mortar characteristics 12. Maximum limit of height/ day for wall 13. List types of PPE 14. Application of vibrator machine 	<ol style="list-style-type: none"> 15. Principle of leveling 16. Size and ratio of concrete 17. Classification of layout 18. Types of plaster 19. Composition of plaster 20. Necessity of plaster 21. Types of pointing 22. Fluidity of plaster 23. Composition of pointing 24. Humidity of plaster 25. Safety measures 26. Possible causes of accidents 27. Identification of tools for the selected work 28. Safety regulation of government 29. Significance the first aid 30. Quality of various construction work