



DATE	January 2015
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Concrete Finisher
DEPARTMENT/DIVISION: Public Works
REPORTS TO: Public Works Maintenance Supervisor

SUMMARY: Responsible for performing crew member duties in support of maintenance projects. Pours, spreads and levels concrete; sets forms, ties steel, wrecks forms, backfills, lays sod, uses various finishing tools, etc. Work is performed with moderate supervision.

ESSENTIAL JOB FUNCTIONS:

- Bores holes in existing concrete to install rebar; repairs sprinkler systems damaged by crews; clean tools of concrete; hauls old spoils to designated dump site; watches for buried utility lines during excavation; lifts and carries objects such as cement bags, small equipment, tampers, water pumps, and jackhammer weighing up to 100 lbs.
- Operates a variety of light and/or medium construction and/or maintenance equipment, which may include: dump trucks, breakers, track hoes, concrete cutting saws, backhoes, augers, loaders, trenchers, and/or other related items.
- Performs preventative maintenance of equipment, such as oil, fluid, grease, and clean.
- Operates, maintains, and repairs a variety of hand and/or power tools in assigned area of responsibility.
- Completes a variety of logs, documents, and/or simple reports regarding quantity of materials handled, equipment operations, and/or other related information.
- Observes safe work methods and uses safety equipment.
- Sets up traffic warning devices and barricades and directs traffic around work sites.
- Monitors inventory and supply levels; recommends replenishment of materials.
- Responsible for responding to and assisting during emergency situations (e.g., tornados, floods, icing, snow, traffic accidents, and chemical spills).
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable Federal, State and Local vehicle ordinances;
- Knowledge of basic construction practices;
- Knowledge of equipment, tools, materials, and methods of assigned specialty area;
- Knowledge of occupational hazards and related safety precautions;
- Skilled in writing, reading and comprehending instructions in English;
- Skilled in performing concrete finishing work in a safe, efficient manner;
- Skilled in performing manual labor;
- Skilled in maintaining small to medium sized equipment and trucks;
- Skilled in completing paperwork and documentation;
- Skilled in performing semi-skilled maintenance and repair activities;
- Skilled in operating, maintaining, and repairing a variety of hand and power tools;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Eighth grade education.
- One year of related maintenance and/or construction experience.
- A valid Class A State of Texas Commercial Driver's License with tanker endorsements or ability to obtain licensure within 3 months of employment.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in an outdoor environment, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, and airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.