

City of Lake City, FL

Classification Description

Classification Title: SENIOR CONCRETE FINISHER
Department: PUBLIC WORKS

Pay Grade: ~~5~~-3
FLSA Status: Non-Exempt

General Description

This is skilled heavy manual work in the maintenance, construction and repair of streets, sidewalks, etc. Work is performed under the general supervision of the Public Works Supervisor.

Nature of Work

Essential Functions:

- Forms sidewalks, curbs, gutters, and performs concrete finishing.
- Performs manual labor (shoveling, digging, sweeping materials); maintenance work on streets.
- Leads workers in concrete work activities.
- Operates small and heavy equipment.
- Operates safety equipment: flagging, work signs, set cones, stop and slow signs.
- Loads and unloads materials.
- Responds to emergency after hours, weekends and holidays.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small/light equipment, such as power tools. Uses medium equipment and machinery, such as vehicles. Uses heavy or complex machinery, construction equipment. Supervises employees using or repairing heavy or complex machinery.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical

SENIOR CONCRETE FINISHER

skills/expertise identified for this job include:

- Knowledge of the principles and methods of modern concrete construction methods;
- Knowledge of occupation hazards and safety precautions applicable to construction work;
- Ability to follow oral and written communications;
- Ability to complete work orders;
- Skill in operation of dump trucks;
- Skill in the use of common hand tools and small power drive equipment (pumps, generators, compactors); and
- Skill in reading and writing in the English Language.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED) and three (3) years of experience in concrete construction work preferred. Must have or obtain a Class "B" Commercial Driver's License within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Heavy (45 pounds and over) lifting and carrying
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Driving vehicles and heavy equipment operation
- Pushing

Environmental Conditions:

- Works outside in various weather conditions with: dust, noise, oils, grease
- Works on uneven and slippery surfaces
- Works around moving vehicles and traffic
- Works on ladders and scaffolding

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below I am indicating I have read and concur with the above description of my job.

Print Name: _____ Date: _____

Signature: _____