

City of Lake City, FL

Classification Description

Classification Title: CONCRETE FINISHER
Department: PUBLIC WORKS

Pay Grade: 1
FLSA Status: Non-Exempt

General Description

This position requires skilled heavy manual work in the maintenance, construction and repair of streets, sidewalks, etc. Work is performed under the general supervision of the supervisor.

Nature of Work

Essential Functions:

- Forms sidewalks, curbs, gutters, and performs concrete finishing.
- Operates roller, concrete operating loader, and patch truck in patching potholes. Operates other heavy equipment as necessary.
- Lays out, forms, pours, and finishes slab structures.
- Performs manual labor (shoveling, digging, sweeping materials); maintenance work on streets.
- Operates safety equipment: flagging, work signs, set cones, stop and slow signs.
- Loads and unloads materials.

(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 or repairs small/light equipment, such as power tools Use or repair medium equipment and machinery, such as vehicles or commercial mowers. Uses heavy or complex machinery, and construction equipment.

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 skills/expertise identified for this job includes:

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

Minimum Qualifications: High school graduation or possession of an acceptable equivalency diploma. (GED). Two (2) years experience in concrete construction work preferred. Must possess a Class "B" Commercial Florida Drivers License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Heavy (60 pounds and over) lifting and carrying
- Color, depth, and texture perception
- Ability to smell
- 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 change. By signing below I am indicating I have read and concur with the above description of my job.