



Job Title	Concrete Finisher I	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	5	Job Code	13314

Class Specification – Concrete Finisher I

Summary Statement:

The purpose of this position is to perform cement mason work in laying, floating and finishing concrete for the construction, installation and repair of new or existing sidewalks, curbs and gutters, ramps and other construction projects. This is accomplished by maintaining skill and knowledge in the operation and maintenance of equipment, methods and material used, traffic laws, traffic control, ordinances, standards and rules involved in concrete construction, operation of equipment, occupational hazards, safety practices, operating characteristics, and uses of hand and power tools and mathematical calculations.

DISTINGUISHING CHARACTERISTICS: I

This is the entry level class in the Concrete Finisher series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time %
(All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

75%

Assembles and sets formwork that holds concrete to required pitch and depth and aligns forms appropriately; places reinforcement steel materials to ensure concrete reinforcement meets specifications; places concrete and guides and instructs laborers in the casting and spreading of concrete into forms or onto surfaces; finishes freshly poured concrete using specialized tools (e.g., screed, bull float, trowel) to level and smooth the surface; uses powered and hand trowels to finish concrete to required lines and grades; operates a variety of heavy/light or specialized equipment; loads and prepares equipment, loads materials, calibrates machinery; performs snow removal operations.



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15%	Fabricates materials for special applications such as storm water structures, vertical wall construction, custom concrete, etc. Part of the On-Call Program, which provides citizens, other government agencies and emergency responders a single point of contact to refer urgent issues that may arise outside of normal duty hours.
5%	Read and interpret sketches and drawings.
5%	"Pre-Trip" a wide variety of equipment; maintains records and required logs for all equipment; makes minor repairs and performs minor and preventive maintenance on equipment; identifies equipment hazards and reports to proper personnel.

Competencies Required:	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: One year of full-time experience in concrete finishing work.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Colorado Commercial, Class B	Within 6 months of hire
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Position has no responsibility for the supervision of others.

Supervision Received:

Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. Immediate supervisor may provide close and constant review.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
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Primary Work Environment	Outdoors
Extreme Temperature	Daily
Wetness and Humidity	Daily
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Continuously
Exposure to Communicable Diseases	Frequently

Machines, Tools, Equipment, and Work Aids: All forms of heavy and light equipment to include hand tools.

Specialized Computer Equipment and Software: Database Entry software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: December 2020