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|------------------|-----------------------------|----------------------------|-------------------|
| <b>Job Title</b> | <b>Concrete Finisher II</b> | <b>FLSA Status</b>         | <b>Non-Exempt</b> |
| <b>Band</b>      | <b>GNL</b>                  | <b>Probationary Period</b> | <b>12 Months</b>  |
| <b>Zone</b>      | <b>7</b>                    | <b>Job Code</b>            | <b>13315</b>      |

**Class Specification – Concrete Finisher II**

**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:**

This is the full journey level class within the Concrete Finisher series. Employees within this class are distinguished from the (I level) by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from level I, or when filled from the outside, have prior experience.

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| <b>Essential Functions</b>                    | Note: Regular and predictable attendance is an essential function in the performance of this job.  |
| <b>Time %</b><br>(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.   |

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| <b>Competencies Required:</b>  |  |
| 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.           |  |

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| <b>Technical Skills Required:</b>  |  |
| 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: Three years 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:**

Work requires the occasional direction of helpers, assistants, seasonal employees, interns or temporary employees

**Supervision Received:**

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

**Fiscal Responsibility:**

This job title has no budgetary responsibility.



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**Physical Demands:**  
Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

| <b>Environmental Conditions</b>      | <b>Frequency</b> |
|--------------------------------------|------------------|
| 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.

*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