



Office of Human Resources
Cement Finisher - CJ2494
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Pours and finishes cement.

Distinguishing Characteristics

This is a single class.

Level of Supervision Exercised

Performs lead work.

Essential Duties

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedule to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or usual assignments. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Lays out and plans the installation of concrete projects and maintains and repairs concrete.

Observes all common safety practices associated with equipment operations.

Instructs semi-skilled workers in the techniques of cement finishing.

Designs and builds forms.

Sets forms, mixes, pours and stamps, and finishes cement.

Spreads concrete to a level plane, flutes, and grooves and edges the surfaces as required.

Repairs plaster, stucco, brick and block.

Estimates materials, labor and equipment costs.

Requisitions materials and equipment.

Performs minor repairs on cement-finishing equipment and cares for tools.

Prepares and maintains records and reports.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading- Understands and interprets written material, including technical materials, rules, regulations, instruction, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Self Management- Sets well defined and realistic personal goals; displays a high level of initiative effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Technical Competence- Uses knowledge that is acquired through formal training and/or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching: Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of cement properties and cement mixture sufficient to be able to complete all phases of cement projects.

Skill in designing concrete projects and performing maintenance and repair of concrete.

Skill in using equipment related to cement finishing.

Skill in using hand and power tools and equipment common to several maintenance and repair trades.

Skill in estimating costs relative to the work assignment.

Skill in maintaining and organizing files, records and documents.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Completion of a recognized apprenticeship program in carpentry or three (3) years of experience at the apprentice level in carpentry.

Education & Experience Equivalency

Three years of experience in all phases of cement pouring and finishing may substitute for the minimum experience requirement.

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Extreme cold: temperatures cold enough to cause marked bodily discomfort.

Extreme heat: temperatures hot enough to cause bodily discomfort.

Potential exposure to cement dust.

Level of Physical Demand

4-Heavy (50-100 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering objects weighing no more than 100 pounds, from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects colors.

Mental Demands:

Mathematical Reasoning

Memorization

Oral Comprehension
Written Comprehension

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-617
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: