



Office of Human Resources
Cement Finisher - CJ2494
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General Statement of Duties

Pours and finishes cement.

Distinguishing Characteristics

This is a single class.

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.

Level of Supervision Exercised

Performs lead work.

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.):

Accommodation: Ability to bring objects into focus.

Carrying: Transporting or moving an object.

Crawling: Moving about in a low or crouched position.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 100 pounds from one level to another.

Oral Comprehension: Ability to discern the meaning of oral speech.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

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: