

City of San José
CLASS SPECIFICATION

Title: Concrete Finisher (3182)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Department of Transportation	Varies	Non-exempt

CLASS SUMMARY

Under general supervision, leads and performs skilled work of moderate difficulty in removing, mixing, and laying concrete; interpreting construction drawings and making recommendations to engineers for change orders that would affect the structure of the concrete; scheduling and leading concrete trucking vendors; conducting final inspection to ensure proper material is delivered for construction and repair purposes. Performs skilled cement smoothing and finishing work on poured concrete surfaces. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class reports to a Maintenance Supervisor and functions as lead for a concrete construction and repair crew. Incumbents in this class differ from those in the next higher class of Maintenance Supervisor in level of supervision exercised and their scope of the job. They differ from other maintenance classes primarily in terms of their specific application to concrete work and lead responsibilities. The job requires skill in finishing poured cement surfaces and in providing lead guidance in concrete construction and repair work.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Educational Development [G.E.D.] Certificate or California Proficiency Certificate) AND one (1) year of journey-level experience in concrete finishing.

Acceptable Substitution

None

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid State of California driver's license.
- As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
 - Knowledge of concrete tools, materials and implements, concrete removal, mixing, and laying and finishing practices/procedures.
 - Ability to perform skilled cement finishing work, such as building ADA ramps, sidewalk grade curb and gutter, establish subgrade as well as aggregate base elevation for preparation of concrete.

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- Ability to perform material testing, like slump test, as a part of quality control of concrete being used.
 - Ability to read construction drawings, to make measurements and prepare forms prior to pouring concrete, and to understand and follow oral and written instructions.
- **Communication Skills** - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
 - **Computer Skills** - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
 - **Teamwork and Interpersonal Skills** - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
 - **Problem Solving** - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
 - **Reliability** - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.
 - **Constructive Energies** – A demonstration of energy and drive that comes from within, and a willingness to approach all aspects of work with a generally positive attitude. The inclination to independently take appropriate action rather than waiting to be told what to do. Example of Constructive Energies include, but are not limited to: Initiative, Honesty, Integrity, Empathy, Dedication, Reliability, Proactiveness, Respectfulness, Confidence, Ethical Behavior, Willingness to help others, Commitment to personal skills, development, and growth.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Obtain materials and sets up equipment necessary to perform assigned work.	Daily
2.	Lead and instruct crews in removing, forming, mixing, and laying cement for concrete curbs, gutters, sidewalks, traffic islands, and related concrete construction/repair applications.	Daily
3.	Inspect quality of work, proper slope of concrete, proper finish such as broom, exposed, or stamped concrete.	Daily
4.	Requisitions materials required for work performance.	Daily
5.	Use hand tools, jack hammers, rotor hammers, and related equipment to remove concrete from areas being repaired.	Intermittent
6.	Read and interpret construction drawings and make recommendations to engineers for change orders that would affect the structure of the concrete.	Intermittent

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
7.	Smooth and finish poured concrete surfaces using floats, trowels, and screens.	Weekly
8.	Coordinate with contractors on scheduled material delivery times and locations. Inspect to ensure proper material is delivered.	Weekly
9.	Mix mortar and lay bricks.	As Required
10.	Make measurements and prepare forms prior to pouring concrete and perform form removal.	As Required
11.	Provide guidance to subordinates.	As Required
12.	In designated positions, operate a 10-wheeler dump truck or bobtail dump truck and transport heavy equipment, such as loaders, backhoes, skid steers, or excavators.	As Required
13.	Performs other related work as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- In designated positions, operate a 10-wheeler dump truck or bobtail dump truck and transport heavy equipment, such as loaders, backhoes, skid steers, or excavators;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

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CLASSIFICATION HISTORY *Created 05/80; Rev. 07/23*