

SENIOR CONCRETE WORKER

Job Summary:

Under general supervision, prepares, completes and maintains projects involving the installation and maintenance of concrete and its reinforcement; performs cement work and cement finishing; sets up forms and prepares concrete and mortar mixtures and uses a variety of adhesive ingredients; supervises assigned staff.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Sets wood and metal forms to set and mold concrete; may install concrete blocks, stonework or interlocking paving stones; prepares concrete and mortar mixtures.
2. Constructs storm drains, curbs, gutters, vaults, sidewalks, driveway aprons, and catch basins; makes cold patches in street.
3. Checks and lays sidewalks, curbs, gutters, and other concrete surfaces to grade from engineering blueprints and engineer's stakes and grades.
4. Breaks, removes, repairs and cleans out broken concrete areas.
5. Sets and cements in place parking meter poles, signs and other structures.
6. Prepares mixtures to ensure proper distribution of poured aggregate; mixes sand, cement, rock and coloring for dry mix; applies and uses a variety of hardening caulks, curing mixtures and adhesive ingredients.
7. Finishes concrete structures and floats cement surfaces by using trowels, floats, straight edges, joiners and screens to obtain required texture and contour.
8. May inspect the work of contractors and check plans and specifications for grade, mix and proper finish.
9. Uses hand and power tools, including, but not limited to, a pneumatic hammer; loads and drives truck to transport equipment and materials; operates equipment.
10. Works in cooperation with other employees pertaining to public works projects.
11. Supervises and assists equipment operators and other staff as assigned.
12. Observes and enforces safety practices and procedures.
13. Maintains routine records related to vehicle and/or equipment maintenance and operation, work orders and other maintenance activities.
14. Performs other related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Graduation from high school or GED and three (3) years of full-time, paid experience in concrete construction including experience in a lead or supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Tools, methods, materials and techniques used in performing concrete work.
- Hand tools and procedures involving cement work.
- Surface, drying, endurance and other properties of various cement mixtures.
- Methods, equipment and materials used in public works maintenance.
- Principles and practices of training and/or providing work direction.

- Appropriate safety practices and procedures.
- Maintenance of tools and/or equipment.
- Applicable sections of the California Vehicle Code.
- Routine record-keeping techniques.

Skill and Ability to:

- Read and interpret construction drawings, blueprints, plans and specifications.
- Patch various types of cemented surfaces.
- Join cement and various types of street surfaces.
- Build forms and pour cement correctly; finish surfaces in accordance with established practices.
- Drive and transport power equipment to various locations.
- Maintain tools, equipment and/or vehicles in clean and proper working condition.
- Assist in training and provide work direction and supervision to others.
- Lift objects weighing up to 100 pounds.
- Observe and enforce safety practices and procedures.
- Understand and follow oral and written directions.
- Maintain routine records and reports.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and effective working relationships with others.
- Perform medium to heavy manual labor.

License:

Possession of a valid California Class A driver's license. Employees in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small and/or large objects.
- May be required to stand for long periods.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 100 pounds.
- Are subject to outside environmental conditions and/or inclement weather.
- May be required to work with harsh and/or hazardous materials.
- May be required to wear protective apparel including, but not limited to, goggles, face protectors, aprons, shoes and oxygen breathing apparatus.
- May be required to work around loud noise, moving mechanical parts and/or around electrical current.
- May be required to respond to emergency situations.
- May be required to drive city and/or personal vehicle in the scope of employment.