



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Concrete Finisher

JOB NO: MT010117

JOB FAMILY: Maintenance/Trades

FLSA: Non-Exempt

SAFETY SENSITIVE: Yes

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform a wide variety of technical and physical duties in the maintenance of concrete structures; and to perform a variety of technical tasks relative to the general maintenance function to include the repair of streets, alleys, etc.

SUPERVISION

General supervision is provided by the Reconstruction Supervisor and Crew Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Operate a variety of complex equipment including trucks, backhoes, air compressors, hydrohammers, jackhammers, pumps, loaders, concrete saws and mixers, hammer drills, generators and other similar equipment and machinery in repairing and installing concrete.
3. Assist with preparation of concrete base including setting wood forms and positioning steel; measure and pour concrete; finish concrete; remove wooden forms and backfill; clean site; spread loam. Drive to and from destinations as assigned by Supervisor.
4. Assist with preparation and disassembly of work site including placing and removing barricades; maintain safety regulations including wearing appropriate clothing, erecting proper barricades and signage and using proper equipment and materials.
5. Utilize a variety of hand and manual tools to complete site projects.
6. May provide functional and technical supervision as assigned.
7. Installation of water and wastewater lines and services when assigned to Utilities.

OTHER DUTIES AND RESPONSIBILITIES

1. Provide technical support to assist division staff in the completion of their duties and responsibilities; provide functional and technical leadership and training as needed.
2. May participate in a variety of activities involving travel between various City facilities and to other related external business and government agencies, which may include site preparations and evaluations and hauling materials and debris.
3. May answer questions and provide information to the public pertaining to project site including informing people of hazardous areas and the need to remove vehicles.
4. May remove debris and materials from job sites as necessary.
5. Repair damaged water utility piping as necessary; install and remove piping as required.

6. When assigned to the Streets Division: Remove high or standing water in streets and drainage areas; barricade high water areas as needed; clean streets and drainage areas following severe weather conditions including high water.
7. Remove fences, trees and other vegetation from project site as necessary.
8. Clean assigned equipment and related parts as required; order, maintain and stock supplies and materials; estimate material needs.
9. May respond to emergency situations as requested including hazardous and severe weather conditions.
10. May install precast inlet boxes as assigned in Streets Division.
11. Answer questions and provide information to the public as needed.
12. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

EXPERIENCE

One year of experience in concrete finishing.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

Possession of a valid Class A Texas driver's license or obtain a Class A commercial driver's license within 90 days of employment as a condition of continued employment. Failure to obtain a Class A driver's license within 90 days of employment will result in nondisciplinary termination.

When assigned to Utilities: Obtain Class "C" Water certification within one year following successful completion of probationary period, if hired after January 1, 2003. Failure to obtain certification will result in nondisciplinary termination.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and practices of concrete construction and finishing.

Proper safety precautions related to all work performance.

Skill in:

Using various types of manual and electrical tools.

Operating a variety of equipment including trucks, backhoes, air compressors, hydrohammers, jackhammers, pumps, loaders, concrete saws and mixers, hammer drills, generators and other similar equipment.

Ability to:

Learn pertinent federal, state and local laws, codes and regulations, particularly those applicable to concrete structures and construction.

Use oral communication clearly and concisely.

Take the leadership role in the absence of supervisor or crew leader when needed.

Understand and follow oral and written instructions.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment according to safety standards.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing or sitting for extended periods of time*
- *working in confined spaces*
- *bending, squatting, twisting, crawling, kneeling and climbing frequently in the performance of job duties*
- *operating assigned equipment*
- *performing manual tasks for extended periods of time and in unfavorable weather conditions*
- *transporting hazardous materials*
- *pushing, pulling or lifting equipment or supplies typically used in operating a water pumping facility (objects occasionally weigh up to 100 lbs.)*
- *exposure to dirt, electrical hazards, temperature extremes, high work places, noises, toxic materials and vibrations typically encountered when maintaining and operating a water pumping facility*

Director of Human Resources

Date

Department Director

Date

ISSUE DATE: February 1993

REVISION DATE: July 1995; May 2002; August 2003; September 2004