



CITY OF HOT SPRINGS, ARKANSAS

Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described.

Concrete Finisher

Department	Street Division
Pay Grade	8
FLSA Status	Non-Exempt
Safety Sensitive	Yes

JOB SUMMARY

Performs unskilled to semi-skilled work of a routine nature relative to the construction, repair, and maintenance of City streets and storm drainage systems. Performs skilled work involving the placing and finishing of concrete, the laying of brick and block and the operation of equipment for a variety of structures including storm drainage work. Also operates equipment not related to concrete when needed.

ESSENTIAL JOB FUNCTIONS

- Sets forms and places concrete for curbs and gutters.
- Erects forms for concrete or concrete and block box culverts and places the concrete.
- Constructs and erects forms for junction boxes and curb inlets, and places and finishes the concrete.
- Participates in the preparation for repairs to concrete streets, and places and finishes the concrete in repairs.
- Constructs concrete and/or block walls for structures.
- Colors, stamps, and stencils concrete, and builds/repairs buildings using carpentry/masonry skills.
- Operates equipment such as weed eaters, asphalt roller, distributor, and other related equipment.
- Rakes and shovels asphalt and concrete materials in Street pavement operations.
- Operates jackhammers, and pneumatic compacting equipment.
- Operates vibratory rollers, air compressors, hydraulic tools, and other similarly sized maintenance equipment.
- Assists in removal and replacement of concrete, forming, finishing, and cleanup.
- Drives and operates various medium and light duty trucks including snowplows and salt/sand spreaders as needed.

- Assists with other divisions and departments in street related activities.
- Assists with staking.
- Cleans drainage ditches, storm drain pipe, and catch basins.
- Serves as First responder in inclement weather. Remains flexible in work schedule and subject to after hour call outs.
- Assists with clean-up operations at accidents, spills and other emergencies.
- Performs any other related duties as required or assigned.

Supervision Received:

Reports to Street/Urban Forestry Field Supervisor.

Supervision Exercised:

Exercises close to general supervision over assisting techs as necessary to ensure a smooth, safe and efficient operation.

QUALIFICATIONS**Education and Experience:**

High school diploma or equivalent; and one (1) year as a general laborer in the concrete and masonry field; or any equivalent combination of education and experience.

Licenses or Certifications:

Must possess a valid State of Arkansas Driver's License and a clean driving record.

Knowledge, Skills and Abilities:

- Working knowledge of masonry and concrete.
- Working knowledge of the occupational hazards involved and the safety precautions necessary.
- Ability to prepare concrete forms.
- Ability to develop skill in placing and finishing concrete.
- Ability to lay concrete blocks.
- Ability to operate various power tools.
- Ability to learn the geography of the city.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to perform strenuous labor tasks under varying weather conditions.

PHYSICAL/MENTAL DEMANDS

Frequently stands, walks, talks, and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, or crawls; may use sense of taste or smell; specific vision requirements include close, color, distance, peripheral, and the ability to adjust focus; occasionally required to lift up to 70 pounds.

WORK ENVIRONMENT

The noise level in the work environment is usually very loud; exposed to outdoor weather conditions, fumes or airborne particles, and wet, humid conditions (non-weather); works in high precarious places and near moving mechanical parts; at risk of electrical shock and/or vibration.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

Employee Signature

Date

The information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.

The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.