



## Requirements: Builder/Concrete Finisher/Lead Finisher

### ❖ **Introduction**

- This job description outlines the basic function, reporting relationships, position requirements, responsibilities, duties and measurements of performance for the position of concrete builder/finisher at Custom Concrete Contracting, Inc.

### ❖ **Rate of Pay**

- Concrete finisher: \$25 to \$45 per hour, depending on experience, talents and ambition.
- Lead concrete finisher: \$36 to \$50 per hour, depending on experience, talents and ambition.

### ❖ **Basic Function**

- Performs tasks involving physical labor at residential, commercial, civil, industrial or agricultural projects. May operate hand and power tools of all types; air hammers, tampers, cement mixers, surveying and measuring equipment, and a variety of other tools and equipment.
- May excavate and prepare sites, dig trenches, set forms or braces, clean up rubble and debris. Assists concrete laborers in placing concrete.
- Construct, erect, install, and repair forms and fixtures of wood or plywood using carpenter's hand tools and power tools.
- Align forms, patch voids and use saws to cut contraction joints.
- Smooth and finish concrete surfaces using a variety of hand and power tools.
- Cleans and maintain tools, trucks and equipment. Other duties as assigned.

### ❖ **Reporting Relationship**

- Concrete builder/finishers report directly to the crew leader or Custom Concrete Contracting owner in absence of crew leader.

### ❖ **Position Requirements**

#### ➤ **Education**

- Required: Completed tenth grade of high school.
- Preferred: High School diploma or equivalent.

#### ➤ **Licenses/Certifications**

- Required: Valid driver's license and a good driving record.
- Preferred: ACI Certification, NRMCA Pervious Certification.

#### ➤ **Experience**

- Required: Minimum three years' finishing experience.
- Preferred: Five years finishing experience with certifications.

➤ **Duties & Responsibilities**

- Abide by Standard Operating Guidelines (SOG) provided at hire.

➤ **Skills/Knowledge/Abilities**

- Determine the right kind of tools and equipment needed to do a job; able to operate small equipment such as walk behind saw, compactor, drills, circular saw, laser, etc.
- Knowledge of concrete finishing and all types of concrete construction joints.
- Read and understand construction documents including blueprints and/or drawings.
- Use mathematics and basic measuring tools (in English) to measure accurately and solve problems.
- Give full attention to what others are saying, take time to understand the points being made, ask questions as appropriate, and not interrupting at inappropriate times.
- Understand the implications of new information for both current and future problems; problem solve when needed.
- Accomplish tasks productively with minimal supervision. Maintain a continuous workflow, making good use of any down time.
- Help ensure customer satisfaction on every job by delivering a quality product and showing attention to detail/thoroughness.

➤ **Physical**

- This position requires the ability to demonstrate full range of motion with neck, arms, shoulders, hands, torso, legs, and feet.
- Body Position: Must be able to sit, stand, and walk for extensive periods of time. Must be able to stoop, kneel, crouch, crawl and have full use of hands, fingers and arms.
- Ability to occasionally lift moderate to heavy loads.
- Vision: Specific vision abilities required by this job include close vision, distance vision, peripheral, depth perception and the ability to adjust focus rapidly.

➤ **Working Environment**

- Required: This person will work on job sites that can be hot in the summer and cold in the winter, hazardous, noisy and dusty. Other outside efforts may entail working in rain, sleet and snow.

➤ **Measurements of Performance**

- The builder/finisher shall be deemed to be performing in a satisfactory manner when the following has been met or exceeded:
  - Arrives promptly and begins working productively throughout each scheduled workday.
  - Demonstrates an open, cooperative and constructive attitude. Works as a team player--providing support to and cooperating with others in a positive, honest and forthright way.
  - Demonstrates motivation, flexibility and the ability to change gears quickly (with a sense of urgency when necessary).
  - Works without distraction (i.e., limiting personal cell phone usage during working hours).
  - Performs tasks in a safe manner. Ensures jobsites are organized and clean; uses Personal Protective Equipment (PPE) as required.
  - All job-related incidents and accidents have been reported to the crew leader immediately.
  - Tools and equipment are operated within reasonable tolerances.
  - Tools and equipment are kept clean, maintained, and placed in the appropriate places. Trucks are kept clean and maintained.
  - Learn the basic responsibilities of this position within 30 days.

❖ **Acknowledgements**

- This job description is intended to serve as a listing of the requirements for the position and the responsibilities and duties to be performed. This job description in no way implies a contractual agreement between the signer and the company. Management retains the right to change any portion of this job description at any time.
- I have reviewed and understand the above job descriptions and believe it to be accurate and complete. I also agree that management retains the right to change this job description at any time.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_