

CEMENT FINISHER WORKER (3351) TASK LIST 2022

PREPARATION

1. Performs minor repairs and maintenance work such as short trench work, and the alteration or repair of sidewalks, curbs and curb returns, cross gutters, wheelchair ramps, catch basins, 1911 Act Work, driveways, pools, fountains and foundations for fences, play equipment, and traffic signals.
2. Determines materials (e.g., wood, concrete mixes), tools (e.g., hammers, shovels, sledgehammers, floats, steel trowels), and ingredients for mix (e.g., cement, sand) based on the type of form (e.g., sidewalks, curbs, gutters) needed for different tasks and applications.
3. Assists in loading and unloading necessary materials (e.g., equipment, lumber, tools), which can be over 70 pounds, using equipment (e.g., frontloader) or manual lifting techniques, such as bending at the knees, onto or off of vehicles in order to have the materials needed to complete daily assignments.
4. Transports materials (e.g., cement bags, lumber, stakes) from various maintenance yards to work sites using a City vehicle for routine assignments.
5. Assists Cement Finishers and Carpenters with the square footage calculation of the area in need of concrete reconstruction using measuring tape in order to determine the yardage of concrete that needs to be ordered.
6. Performs a pre-trip and inspection of vehicles and equipment (e.g., mixer, compressor) by checking various components (e.g., oil, fuel, brake, transmission and hydraulic fluid levels, tires, mirrors, lights) prior to leaving yard to notify the supervisor of any repairs needed and to ensure the equipment is in proper running condition.
7. Notifies business owners and residents who will be impacted by upcoming work by posting flyers that state the type of work that will be done, when the work will take place, and the cooperation needed to complete the work (e.g., moving parked cars).
8. Assists Equipment Operator or other personnel in the excavation of existing material (e.g., concrete, asphalt) by using various equipment, such as a jackhammer or concrete saw, to clear and prepare for reconstruction.

FORM CONSTRUCTION

9. Prepares subgrade (base) by grading and compacting working surface using various tools (e.g., shovels, rakes, and compactors) and wets subgrade using

water, to ensure that proper compaction is met and is compliant with City Building and Safety Code.

10. Assists Cement Finishers and Carpenters in form setting by performing actions such as setting lines, determining elevations, and placing materials (e.g., 2x4, 2x6, stakes) in order to prepare for concrete placement.
11. Compacts backfill materials at construction sites using vibrator or pneumatic equipment sufficient to provide support and stability for foundations and structures.

MIXING

12. Mixes concrete in proper proportioning of ingredients to produce characteristics appropriate for a specific assignment and in compliance with Codes and standard specifications.
13. Mixes material (e.g., cement, sand, aggregate, water) together using a portable mixer in proportions that are determined by the type of construction and mix design, and then dumps mixture from the portable mixer to a wheelbarrow for placement.

PLACING AND FINISHING

14. Directs the placing of material using a wheelbarrow or chute to assist in the proper leveling of concrete.
15. Assists Cement Finishers with the proper leveling of concrete by using tools such as screed, shovels, tamps, and vibrators (purpose).
16. Assists Cement Finishers in the finishing of cement by using various tools, such as a walking edger, trowel, joiner, fine broom, and float.
17. Applies curing compound using a hand pump sprayer until entire surface of concrete is covered to retain moisture in concrete.

MISCELLANEOUS

18. Sets up and removes barricades and signs to reroute traffic and to protect the public, crew, and concrete.
19. Cleans and maintains tools (e.g., floats, joiners, edgers) with water and a brush to ensure proper working condition.

20. Moves equipment, material, and personnel by driving a vehicle (e.g., dump truck, box van) to and from work sites to ensure the proper resources are transported for work assignments.
21. Strips forms after the cement has been placed and finished by using hand tools, dispose of or reuse material, backfill, sweep the area, and touch up damage from vandalism.

AS CREW LEADER

22. Routes the minimum travel time between jobs to ensure timely arrival of personnel to job sites and to ensure project timelines account for travel time.
23. Trains and assigns tasks to crew members (e.g., laborers, truck operators), such as how to mix concrete or use a jackhammer and other hand or power tools.
24. Keeps records of time and materials by completing an electronic or handwritten production log to ensure accurate recordkeeping and budgeting.
25. Ensures that all crew members are wearing the appropriate protective equipment (PPE) and using tools properly in order to provide for crew safety, and provides demonstrations of proper tool and PPE use when necessary.