



Job Description

1495 Columbia Ave. Bldg. 2 * Riverside, CA 92507

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Title:	Concrete Set-Up / Finisher
Report To:	Job Superintendent / Project Coordinator
Hours:	Hours and locations vary. Night and out of town work sometimes required
Attendance:	Regular attendance is a requirement of this job
Dress:	Work boots, long pants and company provided shirt. Must comply with OSHA, customer and Harco minimum safety standards.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and 3 - 5 years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to communicate effectively to customers, vendors and employees.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money, weight and measurement, volume and distance.

REASONING SKILLS

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

EMPLOYEE SUPPLIED TOOLS

- Basic hand tools
- Skill Saw and cordless driver/drill
- Vehicle (Proof of Insurance)

OTHER SKILLS

- Experienced in using power tools
- Ability to work on elevated platforms, ladders, scaffolds, high lifts
- Good carpentry skills



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ESSENTIAL DUTIES AND RESPONSIBILITIES

Concrete / Form Work & Set Up

- Has adequate knowledge to assist in form setting
- Has knowledge and is able to set up forms with little or no supervision
- Able to read plans and perform material take offs for items needed to set forms
- Able to shoot grades for elevations
- Can accurately assist in the placing and tying of rebar
- Can place and secure rebar with little or no supervision

Concrete / Finishing

- Can skillfully use all hand trowels and floats
- Able to use a power trowel/machine and concrete vibrator
- Able to perform minor VCT repairs and set base
- Able to place and finish rapid set concrete with little or no supervision
- Able to apply concrete sealers and cures correctly if needed
- Able to perform patch and repair applications with other cement products
- Demonstrates leadership skills needed to run a concrete pour
- Takes initiative and responsibility during a pour

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear; taste and smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 lbs. and frequently lift and/or move more than 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

This does not represent ALL of the essential functions of this job. Harco Group Inc. reserves the right to add, delete or change a job description at any time.