

CEMENT FINISHER WORKER, 3351
CEMENT FINISHER, 3353
CEMENT FINISHER SUPERVISOR, 3354

Summary of Duties : Does semi-skilled or skilled work in mixing, placing, and finishing concrete surfaces; may act as leader of a small crew; or supervises such work; and does related work.

Distinguishing Features : A Cement Finisher Worker is a semi-skilled worker who does primarily rough and rotary finishing; works from simple plans, specifications, and grade sheets or oral instructions; and constructs uncomplicated forms, usually to existing grades. Although a Cement Finisher Worker may assist a Cement Finisher, the former is not typically a helper. Instead, employees of this class normally work independently on assignments within the scope of their class.

A Cement Finisher is a skilled worker who places and finishes concrete for any type of concrete work required in City service. An employee of this class reads and interprets complex plans relating to concrete work and may construct forms required for the work. A Cement Finisher is distinguished from a Cement Finisher Worker in that the former is called upon for more complicated work requiring a high degree of skill in the use of tools of the trade. Work done by a Cement Finisher and a Cement Finisher Worker is strenuous and frequently requires sustained physical effort. An employee of either class is supervised by a Cement Finisher Supervisor or by a supervisor from another class.

A Cement Finisher Supervisor is responsible for planning and accomplishing a wide variety of concrete jobs requiring the services of at least one Cement Finisher and a crew of helpers. An employee of this class also exercises supervision over Masonry workers by assigning work and inspecting work in progress and on completion for quality and conformance to work orders, plans, and specifications.

Examples of Duties : Cement Finisher Worker : Proportions, mixes, pours and places, screeds, tamps, and finishes concrete in the construction, alteration, and repair of sidewalks, curbs, driveway aprons, small bases and foundations, and similar work, does excavation and demolition in preparation for concrete work, patches holes and makes other simple repairs on concrete structures; sets metal posts and standards in concrete; places expansion joint materials; uses bonding agents, concrete curing compounds and calcium chloride, mineral colors, and other admixtures as instructed; may drive a truck as an incidental duty.

When working as a leader of a small crew, routes the work for minimum travel time between jobs; sees that adequate supplies are taken to job sites; assigns tasks to helpers; keeps records of time and materials

used; measures utility cuts and other concrete work for billing purposes; and repairs utility cuts.

Cement Finisher : In addition to the above, constructs, alters, and repairs concrete steps, floors, gutters, curb returns, catch basins, walls, meter vaults, building foundations, tennis courts and other recreation areas, traffic islands, and other concrete structures; repairs concrete bridges and pedestrian subways; lays concrete blocks; places reinforcing steel; grouts in foundation for machinery; sack finishes concrete walls; repairs chain link fencing; may operate power floating and finishing equipment; and may supervise the vibrating of concrete.

Cement Finisher Supervisor : Plans, assigns, lays out, supervises, coordinates, and inspects the work of one or more crews consisting of Cement Finisher Workers, Cement Finishers, Masonry workers, and other employees doing concrete work; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Plan; interprets plans and specifications; estimates materials needed and job costs; requisition supplies and materials; prepares time sheets, progress reports, and work reports; occasionally does journey-level cement finishing work; may investigate complaints from the public of damage or injuries resulting from concrete work; and may supervise bricklaying, plastering, black top, or other small crews not concerned with concrete work as an incidental duty.

All Classes : Employees in these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

<u>Knowledges</u> :	<u>Cement Finisher Worker</u>	<u>Cement Finisher</u>	<u>Cement Finisher Supervisor</u>
Uses of concrete for a wide variety of public works, utility, and structural purposes, including proportioning, water-cement ratios, mixing, placing, tamping, and vibrating;	Working	Good	Good
Methods of screeding, floating, finishing, and patching concrete surfaces;	Working	Good	Good

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Knowledges (Cont) :

Worker
Finisher
Supervisor

Safety and safe practices in the mixing, placing, and finishing of concrete;

Working
Good
Good

Safety principles and practices;

Working
Working
Good

Settling characteristics of concrete;

General
Working
Good

Uses of accelerators, retarders, mineral colors, and other admixtures and of concrete curing compounds and bonding agents;

General
Working
Good

Form construction and alignment;

General
Working
Good

Reading and interpreting blueprints and sketches for concrete work;

General
Working
Good

Laying concrete blocks to line and grade, including the use of cement mortars;

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General
Working
Good

Supervisory principles and
practices;

Good

Laws and regulations related
to equal employment opportu-
nity and affirmative action;

Good

Uses of expansion materials
and reinforcing steel;

General
General
Working

Pertinent requirements of
City Building Code and
Standard Specifications for
Public Work Construction,
relating to concrete;

General
General

City personnel rules,
policies, and procedures;

General

<u>Knowledges (Cont) :</u>	<u>Cement Finisher Worker</u>	<u>Cement Finisher</u>	<u>Cement Finisher Supervisor</u>
Memoranda of Understanding as they apply to subordinate personnel;			General
Preparation of cost and materials estimates, lists and reports;			General
<u>Skills :</u>			
Use of cement finishing tools;	X	X	X
<u>Abilities :</u>			
Follow oral and written instructions;	X	X	X
Do strenuous physical work;	X	X	X
Keep records and prepare reports of materials and time used and work accomplished;	X	X	X
Deal tactfully and effectively with employees and the public;	X	X	X
Estimate material requirements;	X	X	X
Lead and work with a small group of employees engaged in concrete work;	X	X	
Develop working plans and sketches from oral instructions and descriptions or from complex plans and specifications;			X
Coordinate the work of skilled workers and other employees engaged in varied concrete work;			X

Two years of experience working with a Cement Finisher or Cement Finisher Worker, or two years of experience in placing and finishing concrete is required for Cement Finisher Worker.

Completion of a recognized three-year apprenticeship as a cement finisher, or attainment of journey-level rank as a cement finisher, or five years of experience as a cement finisher helper is required for

Cement Finisher.

Four years of experience as a journey-level cement finisher or masonry worker is required for Cement Finisher Supervisor.

License : All three classes : A valid California driver's license is required.

Physical Requirements : Cement Finisher Worker and Cement Finisher : Strength to perform average lifting over 70 pounds; and back and leg coordination involved in activities such as stooping, kneeling and crouching to an unusual extent; and good eyesight.

Cement Finisher Supervisor : Strength to perform average lifting of up to 35 pounds and occasionally over 70 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.