

Cement Finisher (3353)
Task List – 2023

1. Follows instructions and interprets plans from immediate supervisor in the form of standard plans and sketches for routine assignments involving construction, alteration, repair, and finishing of public buildings, sidewalks, curbs and curb returns, cross gutters, wheelchair ramps, catch basins, driveways, pools, foundations, drains, meter vaults and foundations for fences, play equipment and traffic signals in order to effectively complete assigned work.
2. Determines and loads materials to be used such as tools, mix designs, and appropriate materials for forms and reinforcing steel to give concrete strength and produce characteristics appropriate for specific assignments in order to be in compliance with codes and standard specifications.
3. Prepares for jobs requiring ready-mix by measuring the area to be poured; calculating the amount of concrete needed; and reporting to supervisor who will place the order in order to complete assigned work.
4. Checks vehicles and equipment such as a mixer and compressor and all materials necessary (e.g., lumber, steel and wood stakes, and appropriate tools), and routes the work for minimum travel time between jobs to ensure assignment completion prior to leaving yard in order to effectively prepare for current and upcoming assignments.
5. Prepares for jobs by securing necessary cooperation of businesses; ensuring parked cars are moved; and setting up and removing cones, barricades, and signs per the WATCH Book (Work Area Traffic Control Handbook) before and after finishing jobs in order to reroute traffic, protect businesses, car owners, the public, and concrete.
6. Excavates existing material using pavement breakers, star drills, and concrete saws in order to prepare for excavation.
7. Constructs and installs forms by determining grade and other dimensions; leveling working surface; setting form lines; compacting subgrade; and backfilling material in order to comply with the City of Los Angeles inspections, standards, and specifications.
8. Works with reinforcing steel by cutting to size using a rebar cutter, grinder, bender; placing dobies or chairs as support; and placing and tying in proper location to strengthen the concrete slab in order to meet standards and specifications.

9. Follows mix instructions determined by the City or Los Angeles and standard plans/specifications according to factors such as weather conditions and traffic in order to determine the kind of mix needed for a specific assignment.
10. Mixes concrete in proper proportioning of additives and special agents such as calcium chloride; retarders, accelerants, curing compound, and coloring agents; and visually reviews mix to produce characteristics appropriate for specific assignments to be in order to be in compliance with codes and standard specifications.
11. Directs subordinates through the steps of the work process such as the donning of personal protective equipment (PPE), loading of the mixer, and placing of the mix in order to ensure safety of staff in the workplace.
12. Uses and properly cares for tools and equipment such as a screeds, shovels, tamps, vibrators, bull floats, walking edgers, fresnos, handfloats, hand edgers, trowels, jointers, fine brooms, and cement finishing machines in order to properly spread and finish cement.
13. Trains and assigns tasks to subordinates such as mixing, finishing, and placing concrete; and using a pavement breaker and other hand and power tools to ensure safety of staff and public in order to facilitate the completion of work assignments.
14. Keeps records of time and materials used by filling out daily log, standards, and various worksheets in order to track production and associated costs.
15. Informs crew on safety procedures such as wearing protective equipment (PPE), properly using tools, and referencing the WATCH Book (Work Area Traffic Control Handbook) in order to meet Cal/OSHA regulations and departmental safety policies.
16. Communicates with other City agencies regarding work at job sites by email, phone, and in person in order to complete work assignments per supervisor's instructions.
17. Operates commercial vehicles with air brakes and Class C vehicles in order to transport materials and equipment to job sites.
18. Cleans up job site by stripping forms, disposing or reusing material, backfilling, sweeping area, and touching up damage from vandalism in order to maintain a clean and safe job environment.