

## **Cement Finisher Supervisor (3354) Tasks List - 2026**

1. Review written job requests and drawings, if any, in order to determine the scope, and priority of the job.
2. Reviews crew assignments, their location and composition to determine which crews and/or personnel, can perform the work most efficiently.
3. Makes a list of, and orders at the appropriate time, all materials and equipment that may be needed for the job such as concrete, compressors, skip loaders, dump trucks, and other materials and equipment.
4. Selects the crew(s) or personnel that will perform assignments and completes work assignment sheets in order to inform Cement Finishers, Masonry Workers and other craft workers of the day's assignment.
5. Prepares work assignment sheets in priority order in the sequence that the job is to be done so that crew locations can be determined throughout the day.
6. Makes on-site visits to inspect the work for proper dimensions such as thickness, height, alignment, and grade, as well as compliance to relevant sections of "Standard Specifications for Public Works Construction".
7. Reviews drawings and blueprints to determine the exact location and boundaries of the job.
8. Confirms the proper boundaries, location, elevation and other technical aspects of projects such as retaining walls, fencing, vault and site easements, block or brick planters, re-bar installation, sidewalks curbs and gutters, slabs, drinking fountains, and paint/stucco jobs, for the crew if necessary.
9. Receives and submit requests for repair of equipment and tools in order to ensure proper working condition.
10. Inspects the work site for compliance to safety rules and regulations such as those found in the DWP Safety Manual, the California W.A.T.C.H manual, and Cal O.S.H.A. rules on shoring, trenching, and scaffolds.
11. Investigates grievances, complaints and disciplinary matters of subordinate workers.
12. Calls or notifies affected third parties, such as plumber, electrician supervisors, utilities or other City departments, of upcoming dates and nature of work to be performed as well as arrange for additional crew personnel in order to complete work, if necessary.
13. Calls area supervisors and arranges to secure space for materials needed to perform large jobs, if necessary.
14. Visually inspect equipment, such as trucks, materials, and the worksite to ensure that proper housekeeping and safety practices are adhered to.

15. Completes numbered requisition form (Request Material Slip) specifying the type and quantity of supplies and materials and submits to the warehouse or supply groups.
16. Follows up and makes arrangements, if necessary, for delivery of supplies and materials at appropriate time and date to perform necessary work.
17. Estimates the amount of labor-hours needed to complete various tasks.
18. Records the amount of hours each crewmember works on time entry programs.
19. Logs in on all equipment and vehicle usage in a Time and Equipment log.
20. Writes progress, probationary, safety, injury and other reports and submits them to management in a timely fashion.
21. Conducts safety and other tail-gate meetings as necessary.
22. Receives and resolves concerns from other City Departments or outside agencies regarding the performance of the work.
23. Visits customers and inquires about the nature and circumstances of the complaint and determines the extent of the required repairs.
24. Occasionally coordinates the work of other craft supervisors or persons such as equipment operators, plasterers, plumbers, electricians and others in connection with job requests.
25. Makes digital photographs of work sites for damage documentation, progress reports or legal purposes.
26. Conducts orientation sessions for new employees according to an established checklist.