

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	2/22/10
POSITION	CONCRETE TECHNICIAN I	MIN. HOURLY WAGE	\$12.2703
DEPARTMENT	COMMUNITY SERVICES (102-4104-541)		
JOB CODE	43865	GRADE	G16

PHYSICAL LOCATION:

- All areas of the City

REPORTING RELATIONSHIP:

- Director of Community Services or designee.

GENERAL FUNCTION:

- Responsible for the installation and repair of City concrete curbs, gutters, vaults, duct lines, retaining walls, foundations, sidewalks, and related concrete structures.
- Responsibilities include interpreting blueprints and reading survey stakes to establish grade and estimating volume of concrete required for specific jobs.
- Incumbent may instruct or direct a small group of laborers engaged in mixing and placing concrete, as required, particularly on larger jobs. Incumbent must possess the ability to work without direct supervision, using independent judgment/ Assignments, written or given verbally, are mainly repetitive and routine in nature with adherence to established methods and procedures, and work is frequently inspected. Incumbents generally work under the immediate supervision of a foreman.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to follow instructions.
- Able to perform the physical duties, tasks and jobs as stated in this job description in all types of weather conditions.
- Able to lift heavy material and the stamina to work in a labor-intensive environment.
- Able to lift 50 pounds to a height of 45 inches and carry it 100 yards.
- Able to work a forty (40) hour, shift type and stand-by work week as well as occasional overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description.
- Able to operate City owned vehicle and other motorized machinery/equipment as specified in this job description.

EQUIPMENT TO BE USED:

- Construction equipment such as compacters, mixers, jackhammers, or other sweepers, backhoe, bulldozers, or power riding machines. Hand tools such as shovels, tamp, post diggers, and wheel barrels are also used.
- Grader or any other heavy equipment, which may be purchased in the future.

ENVIRONMENT:

- Inside and outside in all types of weather conditions.

PHYSICAL REQUIREMENTS:

- Sitting: 10%
- Standing: 20%
- Climbing: 25%
- Bending: 20%
- Reaching: 10%
- Lifting: 15%

DUTIES/TASKS/JOBS:

- Builds, erects and aligns forms for various concrete structures and foundations.
- Estimates concrete quantities, appropriate mixes of sand and cement if concrete is hand mixed.
- Instructs and directs laborers and/or personally performs duties of cutting and placing reinforcing wire mesh, preparing appropriate sand and cement mixtures and placing, pouring and rough leveling of concrete.
- Fine finishes concrete by floating, toweling, edging and brushing in accordance with specifications.
- Interprets blueprints and reads survey stakes to establish correct grades.
- Utilizes hand tools and non-complex small power tools and performs minor maintenance as required.
- Maintains simple records.
- Performs other duties as required.

REQUIRED KNOWLEDGE/ SKILLS/ABILITIES/ QUALIFICATIONS:

- Five years relevant verifiable experience in general concrete construction, ability to demonstrate required job knowledge and/or possess American Concrete Institute Concrete Flatwork Finisher certification with one year experience.
- Able to read, write, speak and understand English in order to follow moderately complex instructions.
- Able to design, build, and align proper forms for various concrete structures
- Able to estimate concrete quantities, appropriate mixes of sand and cement if concrete is hand mixed.
- Able to properly place wire mesh or metal reinforcements in forms prior to concrete pour.
- Able to perform rough leveling of concrete.
- Able to fine finish concrete by floating, toweling, edging and brushing in accordance with specifications.
- Interpret blueprints and reads survey stakes to establish correct grades.
- Ability to operate a variety of trucks and similar automotive equipment under all types of weather conditions.
- Ability to perform scheduled maintenance and emergency repairs to assigned machinery.
- Knowledge of Federal, State and City traffic regulations as well as applicable safety rules and regulations.
- Knowledge of applicable occupational hazard and safety precautions.
- Ability to perform routine manual work.
- Ability to lift heavy articles.
- Must be in good physical condition.
- High School graduate or equivalent.
- Valid Florida Driver's License required.
- Able to be contacted in a timely and efficient manner.
- Must work a forty (40) hour, shift and standby work week and occasional overtime when necessary.

Periodically duties, equipment, material, and/or job setting, other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and agree with the above noted “Acknowledgments”, that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
525 Angela Street, 1st floor
Key West, FL 33040
Telephone (305) 809-3714**