

**City of Vicksburg
Job Description**

Job Title: Concrete Foreman
Department: Street
Reports To: Supervisor
Prepared By: CVH/TMJ
Prepared date: January 4, 2018

Summary

Directs and works with a crew construction, maintenance, and repair projects performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Responsible for training new employees.

Orders and selects concrete.

Directs other employees in the construction, maintenance, and repair of City streets while performing the same duties.

Signals concrete deliverer to position truck to facilitate pouring concrete.

Moves discharge chute of truck to direct concrete into forms.

Spreads concrete into inaccessible sections of forms with rake or shovel.

Levels concrete to specified depth and workable consistency, with hand held screed and floats to bring water to surface and produce soft topping.

Smooths and shapes surfaces of freshly poured concrete.

Removes rough or defective spots from concrete surfaces, and patches holes with fresh concrete or epoxy compound.

Mold expansion joints and edges.

Sprinkles colored stone chips, powdered steel, or coloring powder on concrete to produce prescribed finish.

Produces rough concrete surface with broom.

Mixes cement with hoe or concrete mixing machine.

Directs subgrade work, mixing concrete, and setting of forms.

Breaks up and repairs old concrete surfaces.

Completes paper work and purchase order, job forms, and work forms as needed.

Sets out barricades on holes to be patched.

Sets up cones for traffic control on busy streets and assigns an employee to direct traffic.

Supervisory Responsibilities

Directly supervises employees in a work crew. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, directing work, addressing complaints, and resolving problems.

Qualifications

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 (G.E.D.) preferred; Must have at least five years experience working and finishing concrete. Prior road work experience and/or training preferred.

Language Skills

Basic language skills are required.

Mathematical Skills

Basic mathematical skills are required.

Reasoning Ability

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

Computer Skill

: No computer skills are required for this position.

Certificates, Licenses, Registrations

Must have a valid driver's license.

Other Skill and Abilities

Must have good leadership skills.

Other Qualifications

Overtime and on-call status may be assigned as needed. Must be able to work a flexible schedule with little or no advanced notice.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet/and or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and vibrations. The employee is frequently exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually loud.