



**Code: 4437**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building, Maintenance and Operation

Series: Masonry Trades

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## **CLASS TITLE: FOREMAN OF CEMENT (CONCRETE) FINISHERS**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, supervises work crews of journey-level cement masons and laborers engaged in the laying, floating, and finishing of concrete for the construction, installation and repair of new and existing sidewalks, curbs and gutters, ramps and other construction projects, and performs related duties as required

### **ESSENTIAL DUTIES**

- Studies drawings, specifications, and work orders and inspects work sites to assess installation and repair work required, determine equipment and materials needed, and plan work processes
- Prepares cost estimates of labor, materials, equipment, and manpower needed to complete jobs
- Plans, assigns, and schedules concrete jobs based on established priorities and the availability of resources
- Orders materials, equipment, and supplies and coordinates their delivery to work sites
- Monitors and ensures the timely delivery of wet concrete, reinforcement materials and other supplies to work site and ensures materials meet quality standards
- Supervises work crews, overseeing and directing work in progress to ensure efficiency, timeliness, and adherence to safety procedures
- Inspects completed jobs for compliance with specifications and established quality standards
- Directs Cement (Concrete) Finishers and Laborers in resolving problems relating to the placing, smoothing and finishing of concrete
- Instructs and trains work crews on proper work and safety procedures including the use and operation of hand and power tools
- Coordinates work operations with other trades personnel and work crews at job sites to ensure efficiency of operations
- Establishes quality work standards and evaluates performance of subordinates
- Maintains work records and prepares work activity and project status reports
- Tests new concrete equipment and supplies and makes recommendations for possible acquisition

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Successful completion of a US Department of Labor registered cement finishing/cement mason apprenticeship training program and journeyman status, supplemented by two years of progressively responsible journey-level cement finishing experience; or an equivalent combination of education, training, and experience

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required

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**CLASS TITLE: FOREMAN OF CEMENT (CONCRETE) FINISHERS**

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- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

**WORKING CONDITIONS**

- Exposure to outdoor weather conditions
- Exposure to noise, dust and other conditions on construction sites

**EQUIPMENT**

- Personal protective equipment (e.g., hard hat, rubber boots, glasses, gloves, face masks)
- Safety devices or equipment (e.g., cones, barricades, scaffolding, ropes)
- Standard tools and equipment of the cement masonry trade (e.g., hand and power trowels, floaters, screeds, edging tools, groover, vibrator, jointers)
- Two-way radio

**PHYSICAL REQUIREMENTS**

- Substantial lifting (up to 80 pounds) is required
- Ability to stand and walk for extended periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to operate applicable hand tools, power tools, and equipment

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*tools, materials, processes and techniques of concrete finishing and masonry
- \*techniques and processes used in laying, smoothing and finishing concrete surfaces
- \*techniques for constructing concrete and reinforced concrete structures
- \*properties and characteristics of concrete and various types of concrete mixes
- \*use of safety equipment and protective gear
- applicable safety and code standards specific to the cement finishing trade, including OSHA standards

Some knowledge of:

- supervisory principles, methods, and practices

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Cement (Concrete) Finisher class

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MATHEMATICS - Use mathematics to solve problems

**CLASS TITLE: FOREMAN OF CEMENT (CONCRETE) FINISHERS**

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- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something

Other skills as required for successful performance in the Cement (Concrete) Finisher class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly

Other abilities as required for successful performance in the Cement (Concrete) Finisher class

**Other Work Requirements**

- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Cement (Concrete) Finisher class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
December, 2015