



JOB DESCRIPTION

CITY OF
ST. CATHARINES

		Employee Group	CUPE Local 150
Job Title	Concrete Worker	Pay Group	7
Department	Transportation and Environmental Services (TES)	Division	TES Operations
Supervised By	Foreman III	Directs	Truck driver over & under, Labourer, Hydraulic Backhoe Operator

SUMMARY OF DUTIES:

To prepare for and participate in maintenance, construction and repair tasks involving concrete and to perform associated duties.

DUTIES AND RESPONSIBILITIES:

(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements.)

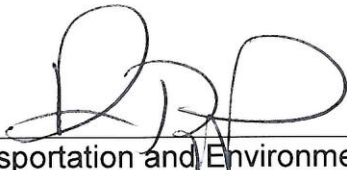
1. Set forms and place and finish freshly-poured concrete sidewalks, curbs and the like, according to plans and specifications. Sample tasks include:
 - a. Drive in stakes and set forms using square, level and plumb line;
 - b. Spread concrete to specified depth;
 - c. Tamp, smooth and seal concrete, using float, trowel and brush;
 - d. Pull edger alongside of form to shape and smooth edges;
 - e. Form expansion joints, using jointers and trowels.
2. Prepare for form-setting and finishing, performing manual duties. Sample tasks include:
 - a. Mix and pour concrete;
 - b. Cut-out sections using concrete saw;
 - c. Break-out cement work such as sidewalks and curbs using stonehammer and jackhammer for utility reinstatement and the like.
3. In the offseason, work as part of the Operations Division workforce. Sample tasks may include operation of other equipment such as snow plows, snow blowers, the repair of guardrails etc.
4. Ensure equipment is safe to operate, securely stored and practice good housekeeping of vehicle and work area.
5. Provide excellent customer service; respond to needs of all customers and staff as required.
6. Efficiently and accurately complete paperwork (e.g. daily performance logs, time sheets and accident reports).

7. Perform other similar and related duties as required.

POSITION REQUIREMENTS:

- Grade 12 Diploma or General Educational Development (GED) Certificate.
- Valid - Standard First Aid / CPR C Certification as recognized through the Workplace Safety and Insurance Board (WSIB).
- Valid, unrestricted Class "G" driver's licence held in good standing. "DZ" licence preferred.
- Formal training and experience with the Occupational Health and Safety Act in particular as it relates to maintenance and construction activities (e.g. Personal Protective Equipment (PPE), fall arrest, trench safety).
- Considerable knowledge of concrete work with experience in setting forms and finishing concrete.
- A demonstrated commitment to enhancing a safety culture. Knowledge of City of St. Catharines safety policies preferred.
- Demonstrated knowledge of the Ontario Traffic Manual with emphasis on Book 7 preferred. Ability to safely set up traffic control in work zones during roadway or utility construction and maintenance operations.
- Ability to safely use associated hand and power tools and equipment.
- Ability to read basic plans and specifications.
- Ability to meet the physical demands of the job as described in the physical demands analysis (PDA).
- Availability to work flexible hours (e.g. working shifts for a 7 day, 24 hour operation, overtime, winter control).
- Effective time management skills and attention to detail with the ability to organize work to meet deadlines, multi-task and work independently in situations with minimal supervision.
- Exceptional customer service skills with a strong sense of public service and cooperation, and well developed abilities to deal with the public and citizens' groups.
- Basic computer skills, experience with Microsoft Office Suite an asset.

Approved by:

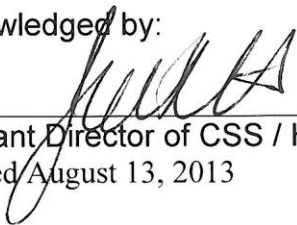


Director of Transportation and Environmental Services

Date

Oct. 21/13

Acknowledged by:



Assistant Director of CSS / HR Management
Revised August 13, 2013

Date

OCT 28 / 13