



Concrete Form Setter

Road and Bridge

RB/27
Pay Grade: 10

JOB SUMMARY

This position performs concrete finishing duties in support of street maintenance operations.

MAJOR DUTIES

- Measures job sites to ensure the preparation of adequate amounts of concrete.
- Mixes concrete.
- Constructs and maintains sidewalks, driveways, handicap ramps, and large pads.
- Repairs cuts in asphalt, curbs, sidewalks and driveways.
- Repairs potholes.
- Operates a backhoe and other equipment as required.
- Orders materials and supplies.
- Performs pre-trip inspections to assigned equipment or vehicle; checks brakes, lights, belts, hoses, fluid levels, air pressure, etc., reports equipment or vehicle service, maintenance, or repair needs to immediate supervisor.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the operation and maintenance of assigned trucks and equipment.
- Knowledge of concrete construction equipment, materials and methods.
- Knowledge of carpentry principles.
- Knowledge of county and departmental policies and procedures.
- Knowledge of concrete finishing materials, standards, and procedures.
- Skill in prioritizing and organizing work.

- Skill in the use of hand and power tools.
- Skill in interpreting blueprints.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Road and Bridge Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures, supervisory instructions, and safety regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related concrete finishing duties. Heavy traffic and inclement weather contribute to the complexity of the position.
- The purpose of this position is to perform concrete finishing duties in support of county public works projects. Successful performance helps ensure the safe and efficient completion of those projects.

CONTACTS

- Contacts are typically with co-workers, other county employees, and the general public.
- Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed outdoors where the employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position **is covered** by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date