**RESPONSIBILITIES**

* Lead by example, promote and portray company values, always look out for your safety and the safety of others, conduct business with integrity, strive for excellence in all aspects of the job, motivated to succeed and improve skills, and hold self and others accountable for actions.
* Responsible for coordinating and safely leading finishing crew during pouring operations ensuring proper placement and quality finish.
* Conduct daily huddles and Tool Box Talks weekly per company policy.
* Interpret written and/or oral orders, sketches and blueprints to coordinate activities.
* Assume full responsibility for quality control and assurance for crew’s work scope.
* Assist workers in the performance training of assigned duties.
* Advise superintendent/project managers of potential problems, equipment needs, manpower needs, etc. prior to it delaying the project schedule.
* Interpret and enforce company policies according to safety regulations.
* Assist in paving setup for hand form and slip form operations.
* May build or reinforce forms or bracing prior to pours.
* Spread concrete to specified depth and workable consistency using a float to bring water to surface and produce soft topping.
* Level, smooth and shape surfaces of freshly poured concrete using straight edge, and float to specified finish.
* Direct/assist the lifting, positioning and securing of materials and work pieces.
* Use hand tools such as hand floats, channel floats, power screed, hand screed and edges.
* Use and supervise the use of trowel machines and mechanical screeds.
* Ability to identify defects in finish and correct as needed.
* Remove and rub rough defects from concrete using concrete grinder or chisel and hammer and grout.
* Receive and follow general instructions from job superintendent.
* Responsible for complying with all safety and project rules including PPE’s.
* Capable of running pours in excess of 400 cubic yards for flatwork, 100 cubic yards for building foundations, and lead finishing operations behind slip form paver.
* Participate in a culture of talent development.
* Know concrete principles, slump, and finish requirements.
* Work as a student and as a teacher.
* Maintain high level of morale among crew members.

**JOB REQUIREMENTS**

* Proficient in reading, writing, addition and subtraction.
* Ability to calculate quantity of concrete.
* Must possess a strong work ethic and attention to detail.
* Must be able to work rapidly and accurately with hands.
* Possess valid driver’s license and meet criteria to drive a Siema vehicle.
* Physical requirements:
	+ Manually lift/carry 50-100 lbs
	+ Stand and walk for long periods of time
	+ Carry tools/equipment
	+ Stoop, kneel, crouch, and crawl
	+ Perform all required tasks during extreme weather conditions (hot/cold)
* Must possess strong organizational and communication skills.

**EDUCATION/WORK EXPERIENCE**

* Desired education – high school diploma or equivalent.
* Desired experience – 10 years as a finisher.
* Siema Safety
* Traffic Control Technician
* OSHA 10
* Equipment Maintenance
* Plan reading
* Advanced Concrete Principles
* Small Tools Care

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**Employee Signature Date**

**Supervisor Signature Date**

**\*NOTE:**

**This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.**