



JOB DESCRIPTION

Concrete Form Setter / Finisher	Effective Date: March 9, 2016
	Authorized by:

Brink Constructors Foundations Concrete Form Setter Finisher Purpose: Provides experienced work in pouring and setting formwork for concrete for drilled pier foundations.

Reporting Relationships

- Foundations Foreman / Superintendent

Key Relationships

- Foundations supervisory and field staff, project management and support staff including environmental, accounting, shop personnel and safety and health.

Essential Responsibilities that are critical to Organizational Success

1. Project Safety
 - a. Adheres to all safety regulations and reports any violations to field supervision immediately.
 - b. Attends safety meetings.
2. Equipment and Tools
 - a. Operates all equipment and tools required to do each job which may include cement mixing machines, power trowels, small mechanical hoists, surveying and measuring equipment and instruments.
 - b. Maintain equipment and tools to ensure long lasting use.
3. Production
 - a. Builds, erects and aligns forms for various concrete structures and pier foundations utilizing preformed forming systems.
 - b. Performs the setting of anchor bolts for drilled pier foundations.
 - c. Estimates concrete quantities and appropriate mixes.
 - d. Interprets blueprints and reads survey stakes and calculates areas and volumes.
 - e. Spreads concrete to specified depth and workable consistency.
 - f. Performs rough leveling and shaping of concrete surfaces.
 - g. Removes rough or defective spots from concrete surfaces using power grinder, etc.

- h. May mix cement, using concrete mixing machine.
- i. Provides assistance to other workers and foreman as necessary.
- j. Mentors and trains other foundation employees.
- k. Completes and maintains work records, field paperwork and generates reports.
- l. Supports drilling process when necessary.

Required Education and Experience

- Minimum 3 years of experience with finishing concrete structures and pier foundations.
- Requires 3 years of experience with steel preformed forming systems and pouring concrete.
- High School Diploma or GED.
- Class A Driver's License Preferred.

Knowledge, Skills and Abilities

- Considerable knowledge of the standard methods, materials, tools, equipment, and processes used in concrete construction and maintenance.
- Must be able to read and interpret blueprints, plans and specifications.
- Must understand productivity and what drives job success.
- Ability to maintain accurate records.
- Ability to instruct and direct the work of unskilled and semi-skilled employees.
- Ability to perform duties and operation of equipment and tools in strict compliance with OSHA.
- Knowledge of machines and equipment including designs, uses, repair and maintenance.
- Must be able to lift 50 pounds.
- Must be willing to travel to different work locations.

The information contained in this position description describes the general nature and level of work being performed in this job. This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for employees in this position. The incumbent is responsible for performing all duties in a safe and efficient manner in compliance with safe work procedures and safety regulations. This job description is not intended to constitute an offer or contract for employment. Job descriptions may and do change periodically.