



JOB DESCRIPTION

TITLE: Concrete Specialist
DEPARTMENT: Public Works
GRADE: 14
FLSA: Non-exempt
EEO DESIGNATION: Skilled Craft Workers
REVISION DATE: 11/03/2020

POSITION SUMMARY

Under the general supervision of the Streets Manager the Concrete Specialist is responsible for construction, maintenance and repairs of streets and concrete structures. The Concrete Specialist operates vehicles and equipment in accomplishing assigned tasks and takes the lead on concrete related projects and may direct others as assigned.

ESSENTIAL FUNCTIONS:

- Performs installation, general maintenance, and repair of concrete structures in accordance with standard specifications at a journeyman level.
- Knows and follows proper safety precautions for all projects. Makes sure necessary approvals and permits have been obtained for assigned projects.
- Reads and interprets blueprints, sketches, drawings and diagrams, job orders and various plans as required to perform assigned tasks.
- May serve as lead worker over full-time, part-time or seasonal employees in accomplishing assigned tasks.
- Street marking, striping, asphalt patching and repairs.
- Snow and ice control and removal.
- Sign installation, replacement and repair.
- Storm sewer drainage repairs and replacement.
- Street sweeping.
- Minor building and facilities maintenance and repair.
- Miscellaneous repairs and maintenance.
- Ability to be on call 24 hours a day, 7 days a week as needed.
- Take responsibility for completion of maintenance and construction assignments requiring the use of a variety of hand tools and light to heavy equipment.
- Take responsibility for the maintenance of assigned tools and for the cleanliness and good working order of vehicles and equipment.
- Other duties as assigned.



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The duties listed above are intended only as illustrations of the various types of work that may be performed by the Concrete Specialist. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

MINIMUM QUALIFICATIONS:

Requires five years direct experience using commonly accepted construction methods and/or heavy equipment to construct, repair and maintain concrete infrastructure and streets. This position requires a High School diploma or GED equivalency. The person in this position must possess a valid State of Utah Class "A" Commercial Driver's License. ACI Concrete Finisher Certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the policies, procedures, equipment, and materials required for effective concrete and street related operations, maintenance and repairs.
- Be able to communicate effectively both verbally and in writing.
- Have knowledge of State of Utah Commercial Driver License rules and regulations.
- Knowledge of OSHA safety standards.
- Knowledge of traffic control, work zone standards and blue stake requirements.
- Ability to perform journey level concrete work and to lead and train other employees in working on concrete related projects.
- Perform heavy manual tasks for extended periods of time.
- Ability to organize and plan work assignments after instructions are given and complete a wide variety of maintenance activities.
- Be skilled in interpersonal relations in order to deal effectively with the public and other City employees.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to talk; listen; stand; walk; sit; use hands to handle or operate objects, tools or controls; reach, climb, balance, stoop, kneel, crouch and crawl; frequent use of arms, legs and back to lift and/or move up to 100 pounds. Employee regularly works outdoors and may be exposed to harsh weather conditions. Employee may be exposed to fumes, smoke and other particles. Noise level can be extreme. Employee may be exposed to high volumes of traffic while performing assigned tasks. Employee needs to be available for emergency call out.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and



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responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.