



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 521.2

Job Title: **CEMENT FINISHER**

Pay Grade: 11

### **GENERAL SUMMARY:**

Constructs, installs and maintains a variety of hard surfaces to ensure a safe and clean environment.

### **RESPONSIBILITIES:**

- Prepares, repairs and finishes a variety of hard surfaces such as setting and pulling concrete forms, cutting and placing still rods on studs, and batching, pouring and finishing concrete.
- Performs landscaping activities; replaces grass, shrubs and trees.
- Uses and operates various hand tools and equipment.
- Reviews work orders and reports.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject area or technical field is required.

#### **EXPERIENCE:**

One year of experience in cement or concrete finishing work is required.

**License:** Must have a valid Class C Driver's license and comply with COH policy on driving. Depending on assigned duties, may require a valid Class A, B, or C Commercial Driver's License (CDL).

#### **COMPLEXITY:**

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

##### **Indirect Supervision:**

No indirect reports.

**SPECIFICATIONS: (continued)**

**CONTACTS:**

**Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

**External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

**PHYSICAL EFFORT:**

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

**WORK ENVIRONMENT:**

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

**PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

**MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description. Performs related work as required.

**JOB FAMILY:**

Cement Finisher  
Cement Finisher Supervisor

*Effective: October 1990*

*Revised: April 1992*

*Revised: December 2019*