

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT** **TRANSPORTATION DIVISION OPERATIONS & MAINTENANCE – ROADWAY**

### **MAINTENANCE CONCRETE FINISHER - CUPE 5167**

#### **SUMMARY OF DUTIES**

Reports to the District Supervisor(s) and/or Lead Hand(s) within the Roadway Maintenance Section. Performs concrete breakout, forming, pouring and concrete finishing. Performs labouring and driving duties on a daily basis as assigned.

#### **GENERAL DUTIES**

Break out, form, pour and finish all locations including but not limited to: City walks, approaches, curbs, sidewalks, driveway approaches, wheelchair ramps, curb face resets, catch basins.

Complete all base prep, levelling and compaction as required to work being completed.

Efficiently complete all finish work such as but not limited to levelling, roughing, edging, saw cutting.

Competently operates and maintains tools, equipment and vehicles related to the job and related to roadside drainage, hard surface and loose top maintenance programs. These include but are not limited to: trowels, floats, compactor, edger, compressor, jack hammer, concrete saw, vibrator, gas meter, Scott air pack, tripod, block and tackle, power auger, skill saw, pouring chute, mechanical equipment, trucks, tractors, loaders, dump trucks.

Signals and directs pumping from concrete trucks.

Install specific items such as but not limited to: expansion joints, water shut-off valves, sign-post bases, tactile plates.

Interacts with the general public, colleagues, representatives of other agencies, supervisors and co-workers in a courteous and respectful manner, while adhering to the City of Hamilton's Corporate Culture, policies and procedures.

Set up cones, signs and barricades for traffic control.

Completes all restoration on job site including but not limited to; laying sod, backfilling material, restore asphalt pavement.

Prepare and make appropriate repairs for areas such as but not limited to; dog ear repairs, spalling, parging.

Interprets drawings and Utility locates.

Load and unload tools, equipment and materials.

Perform inspections and minor preventative maintenance on tools and equipment.

Measure and estimate concrete requirements

Install and repair speciality work such as but not limited to; interlocking brick, tree pits, steps, stairways

Perform labouring duties as required.

Works with competent knowledge in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Completes all documentation such as but not limited to: daily activity logs, inspections, winter documentation, various reports as required.

Performs duties in various locations in the Transportation Operations & Maintenance Division. Duties vary dependant on location, rural or urban setting. This may include duties such as but not limited to filling potholes, shovelling, manual labour, traffic control (flagging), operation of various power tools, vehicles, grass cutting equipment, litter/bulk pick up, working around water. Must be able to work in adverse road and weather conditions.

Performs other duties as assigned which are directly related to the major responsibilities of the Roadway Maintenance section.

## **QUALIFICATIONS**

1. Demonstrated substantial training and experience in concrete repair, installation and finishing.
2. A Red Seal Certification for this field is preferred.
3. Must have solid interpersonal skills required to assist and respond with all scenarios and situations in regards to the general public, co-workers, supervisors and any other stakeholders etc.
4. Must be able to understand and follow detailed procedures, instructions and take direction. Ability to accurately complete various logs, documents, inspection forms and other administrative information. Able to use fractions decimal and simple arithmetic and simple formulas, diagrams and drawings. Must be able to estimate job requirements.
5. Experience operating equipment such as but not limited to loaders, crew cabs, dump trucks.
6. Knowledge of Utility clearances and ability to interpret excavation locates.
7. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including W.H.M.I.S. legislation, 70- Hour Service Regulations, Book 7 Traffic Control, Minimum Maintenance Standards, and Highway Traffic Act.
8. Must be able to work in adverse road and weather conditions
9. Must be able to lift a minimum of 23kg with an occasional requirement to lift up to 45 kg on occasion.
10. Required to work beyond 8 hr work shifts, overtime, callouts, weekends, nights etc. when needed. Must be able to work with crew as well as independently with minimal supervision.
11. Must possess a Class "DZ" Driver's Licence valid in Province of Ontario and a Driver's abstract clear of any demerit points and pending infractions and/or record found to be satisfactory to the City of Hamilton.
12. Working knowledge and computer skills utilizing Web search engines, GPS tools and windows function an asset.

**Note:**

This position will transfer seasonally to a Winter Control Operations job classification. This position will perform winter operation duties, labouring and operate various pieces of equipment for snow clearing and salting operations which may include general maintenance duties such as but not limited to: potholepatching, roadside litter collection, etc. Operate and maintain various pieces of equipment such as but not limited to; industrial size snow blower, sanders, plow with wing, backhoes, tractors front end loaders, sidewalk machines relating to the winter control program

**Note 2:**

**Candidates being considered for this position must satisfactorily pass an interview and other assessments.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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