



Job Description – Concrete Carpenter Foreman

FSLA Status: Hourly/ Non-Exempt

Reports To: Superintendent

Essential Job Functions:

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervise the following:

- Cut, fit, and assemble lumber and plywood, and other materials to be used as concrete forms;
- Set forms for concrete construction; or do finishing work
- Measure accurately and mark precise cutting lines on materials, using ruler, pencil, chalk, and marking gauge
- Follow established safety rules and regulations and maintain a safe and clean environment
- Verify trueness of structure, set grade, check for plumb, etc.
- Shape or cut materials to specified measurements, using hand tools, or powertools
- Read specifications, blueprints, sketches, building plans, and form drawings to prepare project layout and determine dimensions and materials required
- Remove damaged or defective parts or sections of structures and repair or replace, using hand tools
- Select and quantify lumber and other required materials
- Coordinate with other crew members to perform tasks at hand
- Fabricate and install concrete reinforcing bars
- Place and finish concrete
- Maintain a clean, organized work area
- Assist with scheduling and coordination of materials, labor and equipment relating to the work area

Knowledge, Skills and Abilities Required to Perform Essential Functions:

Technical Knowledge:

Ability to perform a variety of duties that may often change and work within standards of accuracy.

Physical Requirements:

Ability to stand or walk for long periods; use arms and hands to reach for, handle and manipulate objects; lift and carry materials weighing up to 60 pounds. Stoop, kneel, crouch, and/or crawl. Ability to see well and distinguish between back up alarms, voices and other normal sounds consistent with construction jobsites.

Environmental Adaptability:

Work inside and outside in all weather conditions, and various locations. Hard hat, hearing and eye protection required.

Training and Experience:

- Minimum 5 years verifiable experience
- Must be a team player and able to get along with a diverse group of people with a common goal

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