Job Title: Concrete Foreman  
Exemption Status/Test: Non-Exempt

Reports to: Grounds Supervisor  
Date Revised: April 14, 2016

Dept. /School: Maintenance/Grounds

Primary Purpose:
Oversee all concrete repairs and replacements as well as concrete raising and awning repair and installation.

Qualifications:

Education/Certification:
High School Diploma or GED
Valid Texas Driver’s license with good driving record/CDL preferred

Experience:
Minimum ten (10 years’ experience

Special Knowledge/Skills:
Experience in shooting grades, and pouring concrete
Experience in concrete finishing and form setting
Knowledge of operation of Heavy Equip
Knowledge of city codes and permit requirements
Ability to obtain estimates and BIDS
Ability to install and repair awnings
Ability to follow directions
Ability to handle high-volume, fast paced work loads
Ability to get along with others
Ability to complete task in a timely manner
Willing to complete other duties as assigned

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Must be skilled with a variety of lawn tools
Motion: Ability to climb on and off equipment
Lifting: Frequent lifting (10 – 80 pounds)
Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.