



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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**JOB TITLE:** TRADES ASSISTANT - CONCRETE      **SCHEDULE:** A  
**DIVISION:** ROADS & FLEET  
**DEPARTMENT:** CIVIC OPERATIONS

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## **JOB SUMMARY:**

This position is involved in fundamental concrete trade practices requiring physical effort and skill. The incumbent is responsible for assisting a Concrete Finisher in all aspects of construction and maintenance tasks as they pertain to the concrete trade. The work of this position is distinguished from that of a Labourer II by the more varied and responsible semi-skilled duties performed which require a higher degree of qualifications and experience, and by the degree of independent judgement and action exercised, under supervision. Work is evaluated in terms of safe and efficient operation of equipment, quality of work, and adherence to established standards and procedures. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

**Under supervision of a Concrete Finisher:**

**Performs fundamental concrete trade practices by:**

- assisting a Concrete Finisher performing routine work of an unskilled or semi-skilled nature, as directed;
- assisting in the installation of concrete forms, rough leveling and finishing; and
- performing related duties, as required.

## **QUALIFICATIONS:**

**Education:** Completion of Grade 12.

**Experience:** Two years' experience in fundamental concrete practices.

**Knowledge and Skills:** Some knowledge of the methods, materials, tools and equipment used in fundamental concrete finishing as it relates to maintenance and construction work. Ability to perform a variety of semi-skilled concrete construction and maintenance tasks. Ability to understand and effectively carry out oral and written instructions. Ability to exercise some independent judgement and action in carrying out assignments. Ability to read grade stakes and set levels for forms and foundations. Skill in the operation of a variety of power and hand tools used in the work. Ability to work within a proactive team environment. Ability to foster and maintain positive, cooperative working relationships with other City employees. Ability to deal courteously, tactfully and diplomatically with members of the general public. Sufficient physical

strength, stamina and coordination to permit the performance of heavy manual work, primary outdoors throughout the year. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Drivers license:	Valid BC driver's license – Class 5.
Vehicle Usage:	Yes – City owned vehicles.
Police Information Check:	N/A
Baseline Hearing Test:	Yes

**Prepared by:** Frank Blues, Rae-Ann Emery  
**Date prepared:** July 2003  
**Date revised:**  
**Revised by:**