

Job Description: Concrete Form Builder Apprentice

Job Purpose: Willing to learn under the direct supervision of carpenters to perform specific duties in the construction of walls, footings and slabs. Performs some basic manual labor duties in a safe, productive and effective manner for a concrete construction company by following the direction of any superior management. Attends classes within the ABC Craftmasters Apprenticeship two-year program after working on site. Routinely checks in with DOES Apprenticeship program to log on-the-job hours. Completion of program guarantees promotion to Carpenter status within the company and consideration for Foreman position.

Job Duties: An Apprentice will learn the following under the supervision of a carpenter

- Install ties, forms and hardware
- Measure, cut and assist in installing keyways
- Assist with footing construction (secure stakes to grids; nail scabs to footing forms; assist carpenter in raising forms to required elevation; consolidate concrete in forms; float concrete)
- Vibrate and float concrete
- Assists in the building, erecting and aligning of forms for various concrete structures and foundations according to blueprints and specifications
- Assists in installing all types of formwork
- Capable of stripping formwork
- Install and remove shores/reshores and scaffolding
- Performing general labor work
- Places concrete
- Proper use of stripping tools
- Proper knowledge of required PPE and proper use of required PPE
- Repairs structures, scaffolding and framework using hand and power tools
- Performs tasks with the highest level of quality and efficiency to ensure that production remains on schedule
- Understand and follow lock out/tag out procedures
- Follows directions from supervisor and performs other related duties as required
- Utilizes hand tools and non-complex small power tools
- Maintain a clean and safe job site
- Ensure a safe work environment in compliance with all safety policies and procedures using the appropriate tools and equipment for the task
- Properly follow all company policies and OSHA/MOSH/VOSH regulations for safe working procedures
- Completes pre-requisite C.O.R.E. class and following Concrete Form Builder classes in accordance with ABC Craftmasters Apprenticeship Program
- Regularly logs on-the-job training hours with DOES Apprenticeship Program

Competencies:

- Communication – Able to read and interpret written information in English preferred, normal verbal and nonverbal communication; ability to speak English preferred
- Teamwork - Gives and welcomes feedback; contributes to building a positive team spirit
- Judgment - Displays above average concentration and intensity, above average memory, above average time pressure of decision making, detail oriented, ability to plan and execute
- Quality – Effective memory skills, good hand eye coordination
- Quantity – Meets productivity standards; completes work in timely manner; strives to increase productivity
- Attendance/Punctuality - Is consistently at work and class on time; Work overtime as required
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person when unable
- Initiative - Asks for and offers help when needed
- Innovation - Meets challenges with resourcefulness; generates suggestions for improving work
- Physical – Regularly required to walk, sit, use hands to finger, handle or feel, reach with hands and arms, and stoop, kneel, crouch or crawl, push, pull, grip with force, talk or hear, and taste or smell; occasionally required to climb or balance; occasionally lift and/or move up to 50lbs and may be required less frequently to lift and/or move more than 100lbs with assistance; good depth perception, field of vision, and ability to adjust the eye to bring an object into sharp focus

Job Requirements:

- Must have willingness to learn, experience preferred but not required
- Direct work experience with forming systems and construction carpentry preferred
- Be at least 18 years old due to nature of working environment
- Pass pre-employment drug screen, criminal background check, and “Fit for Work” physical
- Display a professional and courteous attitude to co-workers, supervisors, and the general public at all times
- Be willing to travel to job sites when required
- Be willing to work nights, weekends, and some holidays when necessary
- Report to work and class on-time and work overtime when required
- Be willing to work outdoors in extreme temperatures; both hot and cold
- Must have valid identification, SSN documents for application into program
- Strictly adhere to safety requirements and procedures as outlined in the Employee Handbook
- Have willingness to work in a team environment and assist co-workers or supervisors with other duties as required
- Wear personal protective equipment in designated operations and production areas as stated by OSHA/MOSH/VOSH
- Have own tools

- Demonstrate the ability to work independently after instruction
- Bi-lingual in Spanish preferred, but not required
- Reliable transportation
- Three letters of recommendation for acceptance into the apprenticeship program
- Drive and determination to stay in the apprenticeship program for the full two years

Education/Experience:

- Minimum high school diploma or general education degree (GED)
- Knowledge of industrial carpentry hand tools, power tools, and layout tools preferred
- Knowledge of the standard methods, materials, tools and equipment used in concrete construction site operations and maintenance preferred

Working Environment:

- Employee will be required to wear personal protective equipment as needed to perform job tasks
- Employee is regularly exposed to noise, dust, varying types of smells
- Employee is frequently exposed to moving mechanical parts, fumes, or airborne particles, must be able to properly use and handle toxic or caustic chemicals
- Employee is regularly exposed to wet and/or humid conditions, high, precarious places, and outside weather conditions
- Employee is expected to work in a safe and efficient manner while maintaining a clean work area

School Environment:

- Employee is expected to attend class regularly and on-time
- Complete all work assignments as directed and pass each course
- Keep record of and report all On-the-Job training hours to DOES
- BVC assumes all fees and tuition associated with classes and books

DISCLAIMER

The above statements are intended to describe the essential job functions, general nature, and level of work being performed by employees assigned to this classification. This is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this job classification. Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.