

# Concrete Form Setter

## Job Description

**Location:** Various Local Jobsites  
**Reports to:** Crew Chief  
**Travel Required:** Local, up to 100%

**Department:** Field  
**FLSA Status:** Non-Exempt  
**Wage Range:** \$20 – 28 per hour

### Overview

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The Concrete Form Setter will perform many tasks that require physical labor on construction sites in all types of weather conditions. This position is required to construct, erect, install, and repair forms and fixtures of wood or plywood using hand tools and power tools, including but not limited to air hammers, earth tampers, concrete saws, surveying and measuring equipment, small equipment, and skid steer loaders. May clean and prepare sites, dig trenches, set braces to support form work, clean up rubble and debris, and tear out concrete. In addition, the Concrete Form Setter will position and secure steel bars or mesh in concrete forms to reinforce concrete through a variety of fasteners, rod-bending machines, and hand tools. The Form Setter will assist other craft workers when required and take instruction. This position will learn their trade through ongoing on-the-job training.

### Primary Duties & Responsibilities

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Primary duties and responsibilities may include the following tasks. This list is illustrative only and is not a comprehensive listing of all functions and work performed by positions in this class, nor does it necessarily include all possible duties that may be assigned.

- Grades and thoroughly compacts dirt and prepares area for placement of forms
- Constructs forms then sets and aligns them to the precise desired pitch and depth
- Installs and ties rebar and wire mesh
- Loads and unloads trucks and hauls and hoists tools and materials needed to perform work.
- Keeps jobsite clean, safe, and free from debris
- Cleans and organizes forms, stakes, and all materials and tools used to perform tasks
- Tears out existing concrete when required
- In cold weather, performs all duties for winter protection of concrete, including covering and uncovering of concrete surfaces with thermal blankets; loading and unloading of blankets from yard to truck to jobsite and back; and the rolling up and proper storing of blankets
- Checks fluid levels on all equipment
- Assists in keeping yard clean, organized, and safe
- Lubricates and cleans machinery, equipment, and tools
- Performs all duties in a safe manner adhering to all OSHA and other company safety rules and regulations

- Reports any unsafe work practices or safety hazards encountered on the job to the Crew Chief
- May be assigned to perform other tasks for assisting other crews depending on workload and job needs
- Performs all other duties as assigned

## Knowledge, Skills, & Abilities

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- **Building and Construction** – Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, and other structures, such as highways and roads
- **Mathematics** – Knowledge and use of mathematics to solve problems
- **Safety Oriented** – Complete knowledge and understanding of OSHA and company safety requirements
- **Equipment and Tools** – Knowledge of which tools and equipment are needed for the various tasks to complete the job, and skilled at using each and all of them
- **Team Player** – Skilled at working well and getting along with others
- **Active Listening** – Skilled at giving full attention to what other people are saying, taking time to understand what is being said, asking questions as appropriate, and not interrupting at inappropriate times
- **Time Management** – Skilled at managing one’s own time and the time of others
- **Self-Motivated** – Skilled at driving self to focus on getting the job done
- **Initiative** – Skilled at seeing what needs to be done before it is needed, and then promptly acting on it
- **Dependability** – Ability to be to work on time on all scheduled workdays, and is mentally present, available, and willing to work, and performs work as needed
- **English Language** – Ability to clearly speak and thoroughly understand the English language for communicating with supervisors and other employees in the course of work for receiving work assignments and instructions

## Physical Requirements

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The 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.

- **Manual Dexterity** – Ability to quickly move hand, hand together with arm, or two hands to grasp, manipulate, or assemble objects
- **Trunk Strength** – Ability to use abdominal and lower back muscles to support part of the body and to regularly lift, carry, push, and pull materials and tools up to 100 lbs. repeatedly or continuously over time without ‘giving out’ or fatiguing
- **Multi-limb Coordination** – Ability to coordinate two or more limbs (for example: two arms, two legs, or one leg and one arm) while sitting, standing, or lying down.

- **Arm-Hand Steadiness** – Ability to keep hand and arm steady while moving arm or while holding your arm and hand in one position
- **Vision** – Ability to see details at close range, at a distance, and peripherally. Depth perception and ability to adjust focus are also needed

## Education, Experience, and Licensing Requirements

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- Minimum 2 years' experience setting forms for flatwork, preferably in a residential construction environment

## Work Environment

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work is completed primarily outdoors in all types of weather conditions/environments
- The employee will be exposed to and working near moving mechanical parts and equipment
- Constant and proper use of personal protective equipment (PPE) is required and will be provided by the company (i.e., hard hat, safety vest, safety glasses, and safety gloves)

## Benefits

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- Paid Holidays – Thanksgiving and Christmas
- Paid Sick Time