



CHICAGO DEPARTMENT OF TRANSPORTATION  
CITY OF CHICAGO

**Bid/Job Announcement**

**JOB ANNOUNCEMENT #: 084-2022-044**  
**JOB TITLE: Cement Finisher-Seasonal**  
**# OF VACANCIES: 25 (In-House Construction)**  
**2022 SALARY: \$47.50/ Hourly**

**DATE: December 1, 2022**  
**TITLE CODE: 4435**  
**PAY GRADE: PR**

**Number of positions: 25 Seasonal positions**

**These positions are open to the general public and to all current city employees covered under the terms of the City's collective bargaining agreement with the Cement Masons Local 502 (Bargaining unit 33). Only employees in City job titles in this bargaining unit are eligible to bid.**

**IF YOU ARE A CURRENT CITY EMPLOYEE AND WANT TO EXERCISE YOUR CONTRACTUAL RIGHTS TO BID, YOU MUST APPLY ON THE BID ONLY SITE AT: [www.cityofchicago.org/CAREERS](http://www.cityofchicago.org/CAREERS)**

**(Once the website opens, scroll down and click on the button titled "Bid Opportunities.")**

**IN ADDITION, YOU MUST CHECK THE BOX ON THE CAREERS APPLICATION TITLED "ALREADY EMPLOYED BY THIS COMPANY", CORRECTLY ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT. YOU MUST USE THE EMPLOYEE NUMBER FOUND ON THE UPPER LEFT-HAND CORNER OF YOUR PAY CHECK STUB LABELED "PAYEE/EMPLOYEE NUMBER."**

**FAILURE TO CHECK THE "ALREADY EMPLOYED BY THIS COMPANY" BOX, ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT WILL RESULT IN A REJECTED BID APPLICATION.**

Under supervision, performs journey-level cement mason work in the laying, floating, and finishing of concrete for the construction, installation, and repair of new or existing sidewalks, curbs and gutters, ramps and other construction projects, and performs related duties as required

**ESSENTIAL DUTIES:**

- Reads drawings, specifications, and work orders to assess work required and to measure and lay out work to restore, install or repair concrete
- Ensures adequate supplies of tools, equipment, and materials are at work site
- Directs Concrete Laborers in filling and leveling surface area with sub-grade materials to prepare work area for concrete pour
- Assembles and sets formwork that hold concrete to required pitch and depth, and aligns forms
- Places reinforcement steel materials to ensure concrete reinforcement meets specifications
- Guides the positioning of trucks delivering concrete and moves chutes to facilitate the pouring of concrete on forms



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- Places concrete and guides and instructs Concrete Laborers in the casting and spreading of concrete into forms or onto surfaces
- Finishes freshly poured concrete, using specialized tools (e.g., screed, bull float, trowel) to level and smooth the surface
- Uses powered or hand trowels to finish concrete to required lines and grades
- Operates power vibrator equipment to compact concrete
- Checks line and grade of concrete finishing work to ensure specifications are met
- Monitors the effects of weather on the curing rate of concrete throughout the work process
- Applies hardening and sealing compounds to cure surface of concrete, and waterproof or restore surface
- Covers and barricades finished work
- Works with Concrete Laborers in disassembling forms and cleaning work sites
- Loads, transports and unloads equipment and supplies
- Prepares work activity reports

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

**Location:** 1501 W. Pershing Rd

**Days:** Monday- Friday

**Hours:** 7:00am to 3:30pm

**THESE ARE SEASONAL POSITIONS**

**QUALIFICATIONS**

Successful completion of a US Department of Labor registered cement finishing apprenticeship training program and journeyman status; or an equivalent combination of education, training, and experience.

A valid state of Illinois driver's license is required.

Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

2 NORTH LASALLE STREET, SUITE 1050, CHICAGO, ILLINOIS 60602



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**Education & Employment:** Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

**NOTE:** You must provide your valid U.S. driver's license at time of processing.

**NOTE:** To be considered for this position, you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

**SELECTION REQUIREMENTS**

**This position requires candidates to pass a job knowledge/skills assessment.** Test results will be sent out by the Department of Human Resources after test results have been compiled and analyzed. Applicants who successfully apply for the position, meet the minimum qualifications, and possess the qualifications best suited to fulfill the responsibilities of the position will be hired in **seniority or lottery/random order.**

**Salary:** \$47.50 / Hourly

**Application Period:** December 6, 2022- January 6, 2023

**VETERANS PREFERENCE NOTE:** The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 (Member Copy-4) to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preferences.**



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**Evaluation:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

**Residency Requirement:** All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

**If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation.**

**Please note, all positions with the City of Chicago close promptly at C.S.T. Applications for this position will be accepted until 11:59pm CST on 01-06-2023. No exceptions will be made.**

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer**

**City of Chicago**

**Department of Human Resources**

Lori E. Lightfoot, Mayor

Christopher Owen, Commissioner