



**TRANSFER/PROMOTIONAL OPPORTUNITY
for
CEMENT FINISHER HELPER**

THE PURPOSE: Places and finishes or assists in the placement and finishing of concrete for sidewalks, driveways, concrete pavement, radius corners, wheelchair ramps, curbs, gutters and concrete bases.

THE ESSENTIAL FUNCTIONS:

- ❖ Independently finishes small concrete jobs such as small pavement cuts, sidewalk slabs or Electrical Service cuts;
- ❖ Assist in setting concrete forms to correct line and grade;
- ❖ Assist in placing and finishing of the concrete for large jobs;
- ❖ Clean and oil concrete forms;
- ❖ Assist in preparing and applying epoxy patching mixes;
- ❖ Drive pick-up truck, utility truck or small dump truck;
- ❖ Perform other related duties as required.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

THE REQUIREMENTS:

1. A minimum of one season (five months of relevant work experience) in concrete construction work related to the duties above.
2. Current status and at least three months of service preceding the date of this examination as a regularly appointed City of Milwaukee employee. Those persons on reinstatement lists, who have previously served as a City of Milwaukee employee for a period of three months or more and otherwise meet these requirements, will be permitted to participate in this examination.
3. Valid Commercial Driver's License Class B or higher without air brakes restriction at time of appointment.
4. Must obtain Class A Commercial Driver's License within six months of appointment.

NOTE: Persons hired for this position will be subject to random alcohol and drug testing, according to the guidelines established by the City of Milwaukee in compliance with the U.S. Department of Transportation.

THE 2002 SALARY RANGE (238) IS: \$31,670 to \$34,982 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training and experience, written, oral or performance tests, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE: Applications can be obtained from the Department of Employee Relations' web site: www.milwaukee.gov/der, in person or via mail from the Department of Employee Relations, 200 E. Wells Street, Room 706, Milwaukee, WI 53202-3554 or by calling 286-3751.

ALL APPLICATIONS SHOULD BE RETURNED TO: Jeffery Dellemann, DPW Infrastructure Division, Municipal Building, Room 710, 841 N. Broadway, Milwaukee, WI 53202 **by November 5, 2004.**