



STANDARD GENERAL INC.

JOB DESCRIPTION

TITLE: FORMSETTER

DEPARTMENT: Concrete

REPORTS TO: Concrete Foreman/ General Foreman

Job Duties / Responsibilities:

- **Work as a team of 2 individuals completing construction and placement of wooden forms (including using steel pins for form support) for reddi-mix concrete placement**
- **Ensure forms are properly designed and on grade to meet construction specifications for project**
- **Ensure all work is conducted in a safe and responsible manner**
- **Assists other workers with general labour activities when required**
- **Use of levels and measuring tapes in the use of setting forms to grade**
- **Ability to set grade with minimal supervision to ensure production is on schedule.**
- **Be aware of changes to materials and techniques. Adapt easily to those changes.**
- **Work with a variety of hand (sledge & carpenter hammers), power tools (hand saws) and equipment (jack hammer) used in concrete division work**
- **Work with and around other crews (i.e. surface crews) that use heavy construction equipment**
- **Work with a variety of new and salvage materials**
- **Perform work in an outdoor construction site setting**
- **Oversee crew work when foreman not on site in regards to safety of all.**
- **Bring to Foreman's attention any concerns or irregularities in materials being used.**
- **Be aware of proper procedures for traffic control, use of tools & equipment, P.P.E. ensure safe work procedures are followed**
- **Act in a courteous manner in order to project a positive company image.**
- **Be observant of the condition of equipment of tools and materials used to ensure company standards are met and promptly report any possible problems or defects.**
- **Other duties as defined from time to time.**

Experience / Education

- **Completion of grade 12 or equivalent preferred**

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.