

Concreter Job Description

A comprehensive job description template
for Australian construction businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and construction industry practices at the time of publication. You should review and tailor this template to suit your business, project type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Concreter / Concrete Finisher / Concrete Placer

1.2 Position Summary

The Concreter is responsible for placing, finishing and curing concrete on commercial and civil construction projects. This skilled position requires expertise in handling and finishing concrete to achieve high-quality surfaces including slabs, footings, walls, columns and specialized finishes. Concreters work with ready-mix concrete, operate concrete equipment and apply various finishing techniques to produce durable and aesthetically pleasing concrete structures.

The position involves preparing areas for concrete placement, coordinating concrete deliveries, placing and spreading concrete, screeding and leveling surfaces, applying trowel finishes, cutting control joints, implementing curing methods, and ensuring quality standards are met. Concreters must understand concrete properties, weather effects and finishing techniques to produce quality work across various applications.

1.3 Reporting Structure

This position reports to:

- Leading Hand / Foreman
- Site Supervisor / Site Manager
- Project Manager

1.4 Employment Type

This position is available as:

- Casual (day-to-day hire)
- Full-time (38 hours per week)
- Project-based contract

2. Key Responsibilities

2.1 Pre-Pour Preparation

- Check formwork is clean, correctly positioned and secure
- Verify steel reinforcement placement and coverage
- Install screed rails and level guides
- Set up construction joints and expansion joints
- Prepare surface treatments and curing materials
- Coordinate with concrete suppliers on mix specifications

- Ensure all equipment and tools are ready for pour

2.2 Concrete Placement and Spreading

- Direct concrete truck placement and pour sequence
- Place concrete in formwork avoiding segregation
- Spread concrete evenly using shovels and rakes
- Ensure proper compaction around reinforcement
- Maintain correct concrete slump and consistency
- Work efficiently to prevent cold joints
- Coordinate placement rate with finishing capacity

2.3 Concrete Compaction and Leveling

- Operate concrete vibrators to eliminate air pockets
- Vibrate concrete systematically without over-working
- Screed concrete to correct levels using straight edges
- Use laser screeds for large floor areas
- Check levels throughout pour to maintain accuracy
- Adjust concrete levels before initial set
- Ensure proper fall for drainage where required

2.4 Surface Finishing

- Apply bull float or darby to initial surface
- Hand trowel or power trowel concrete surfaces
- Achieve specified finish including smooth, broom or exposed aggregate
- Cut control joints at appropriate spacing
- Edge concrete perimeters and penetrations
- Repair and patch surface defects
- Apply non-slip finishes where required

2.5 Equipment Operation

- Operate power trowels including ride-on and walk-behind models
- Use concrete vibrators safely and effectively
- Operate laser screeds and automated finishing equipment
- Use concrete saws for cutting control joints
- Operate concrete pumps and boom trucks
- Maintain equipment in good working condition
- Clean equipment immediately after use

2.6 Curing and Protection

- Apply curing compounds immediately after finishing
- Install plastic sheeting or wet hessian for curing
- Protect concrete from rapid moisture loss
- Implement cold weather or hot weather protection
- Maintain moisture for appropriate curing period
- Protect finished surfaces from damage
- Monitor concrete during curing period

2.7 Quality Control and Documentation

- Check concrete slump tests upon delivery
- Ensure correct concrete mix is supplied
- Take concrete samples for testing
- Record pour details including times and conditions
- Report defects or quality issues immediately
- Complete pour records and docket
- Participate in quality inspections

3. Required Skills and Attributes

3.1 Essential Skills

Concrete Knowledge

Comprehensive understanding of concrete properties, mix designs and curing requirements. Knowledge of how weather conditions affect concrete placement and finishing. Understanding of concrete strength development and quality standards.

Finishing Techniques

Expert skills in concrete finishing including troweling, floating and specialized finishes. Ability to achieve smooth, level surfaces meeting specification requirements. Proficiency with both hand tools and power equipment.

Equipment Operation

Competent operation of concrete equipment including power trowels, vibrators and screeds. Ability to maintain and adjust equipment for optimal performance. Understanding of equipment safety and maintenance requirements.

Physical Stamina

Excellent physical fitness for demanding concrete placement work. Ability to work long hours during pours without breaks. Stamina for repetitive troweling and finishing work in various positions.

3.2 Personal Attributes

- Strong work ethic and reliability

- Physical fitness and endurance
- Team player with good coordination
- Adaptable to weather conditions
- Pride in quality finished surfaces
- Punctual and committed
- Safety conscious approach
- Willingness to work extended hours during pours
- Attention to detail and quality
- Problem-solving ability

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Certificate III in Concreting or equivalent trade qualification
- Construction Induction Card (White Card)
- Physically fit for heavy manual labor
- Ability to work extended hours during concrete pours
- Ability to pass pre-employment medical including drug and alcohol screening
- Eligibility to work in Australia
- Willingness to work in all weather conditions

4.2 Desirable Qualifications

- Laser screed operation experience
- Concrete pump operation ticket
- Working at Heights training
- Confined Space Entry ticket
- Current First Aid certificate
- Forklift licence
- EWP (Elevated Work Platform) licence
- Driver's licence and reliable transport

4.3 Experience

Minimum 3-5 years post-qualification experience in commercial concrete finishing. Demonstrated ability to finish concrete slabs, walls and specialized applications. Experience with power trowel operation essential. High-rise or civil construction experience highly regarded. Must provide references from previous construction employers.

5. Working Conditions

5.1 Hours of Work

- Variable hours dependent on concrete pour schedules
- Extended shifts during large pours (10-16 hours)
- Early morning starts common (4am-5am)
- Weekend work for major pours
- Night pours in hot weather
- Must be available at short notice for time-critical pours

5.2 Physical Requirements

- Heavy physical work including shoveling and raking concrete
- Prolonged bending, kneeling and squatting
- Operating power trowels for extended periods
- Working in wet conditions around concrete
- Ability to work in heat and cold conditions
- Good balance and coordination

5.3 Work Environment

- Outdoor construction sites in all weather conditions
- Exposure to wet concrete and chemical admixtures
- Working in heat, cold, rain and wind
- Noisy environment with machinery and equipment
- Fast-paced work during concrete placement
- Varying site locations requiring travel

5.4 Personal Protective Equipment

- Hard hat, safety glasses and high visibility clothing (provided)
- Steel-capped safety boots (employee to provide)
- Long pants and long-sleeved shirt required
- Waterproof gloves for handling wet concrete
- Knee pads for finishing work
- Hearing protection in high noise areas

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Building and Construction General On-site Award 2020 (MA000020). The award sets minimum pay rates, allowances and conditions for employees working in the building and construction industry.

6.2 Classification Level

Concreters are generally classified under the award as:

- CW3: Tradesperson (Concreter) performing concrete placement and finishing
- CW4: Tradesperson Level 2 with advanced skills or leading hand duties
- Higher classifications based on specialization and responsibility

The specific classification level will be determined based on qualifications, experience and duties performed.

6.3 Allowances and Penalties

Employees are entitled to various allowances including:

- Industry allowance (per week for full-time employees)
- Tool allowance for tradespersons providing own tools
- Height allowance for work above specified heights
- Hot work allowance for work in extreme heat
- Confined space allowance if applicable
- Travel allowance for work beyond normal radius
- Overtime rates: Time and a half for first 2 hours, double time thereafter
- Saturday rates: Time and a half
- Sunday rates: Double time
- Public holiday rates: Double time and a half

Refer to the Building and Construction General On-site Award 2020 for current rates and detailed conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive ready to work at scheduled pour times
- Be available and responsive for pour scheduling
- Follow all site rules and company policies
- Work cooperatively with concrete suppliers and other trades
- Represent the company professionally on site
- Maintain equipment and work areas

7.2 Quality Standards

- Achieve specified surface finishes and tolerances
- Work concrete properly without over-working
- Maintain quality standards under time pressure
- Check levels and finish throughout work

- Take pride in producing quality concrete work
- Complete pours without defects or cold joints

7.3 Safety Standards

- Follow all safety procedures and SWMS
- Wear required PPE including gloves for concrete handling
- Report all incidents, near misses and hazards
- Maintain safe work practices around concrete trucks
- Never work under the influence of drugs or alcohol
- Operate equipment safely and maintain awareness
- Protect skin from concrete exposure

7.4 Communication Expectations

- Coordinate with formworkers and steel fixers
- Communicate with concrete truck drivers
- Report concrete quality issues immediately
- Participate in pre-pour meetings
- Advise supervisor of pour progress
- Raise concerns about weather or site conditions

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including work history
- Copy of trade certificate (Concreting)
- Copy of White Card
- Copies of all relevant tickets and certificates
- Details of recent concrete finishing experience
- Contact details for at least two construction industry referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview to discuss experience and availability
- Face-to-face interview with construction management
- Practical assessment of concrete finishing skills
- Verification of qualifications and licences

- Reference checks with previous employers
- Pre-employment medical including drug and alcohol screening

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the business.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____