



Job Title:	Form Setter	Exempt:	No
Department:	Concrete	Job Status:	Full Time
Reports to:	Concrete Foreman	Hourly Wages Salary:	Reserved
Location:	Northern Virginia	Attendance Requirements:	M-F 6:30AM-5:00PM, some Saturdays. Varies based on time of year.
Position Code:	481	Practical Experience:	2 years
Prepared by:	Natali Damas	Date:	10/12/2018
Approved by:	Darrell Wolfe	Date:	10/12/2018
Updated by:		Date:	

Job purpose

The form setter builds wood and/or metal forms for curbs, gutters, and other concrete structures.

Essential Job Functions

- All crew members are laborers when required.
- Build and layout forms as required.
- Fill form with fill material and compact with tamper or compactor to bring to required grade.
- Operate hand tools.
- Place cement using shovel.

Marginal Job Functions

- Clean worksite of any tools, debris, and equipment.



Job Ideal Qualifications

- Must be 18 years of age or older.
- Must be able to pass drug and alcohol test.
- Must have a valid Driver's License.
- Must have transportation.
- Critical thinking:
 - Cognitive Abilities such as skills to carry out any task from the simplest to the most complex. Example: how we learn, remember, problem-solve, and pay attention.
 - Inductive reasoning involves forming generalizations based on specific incidents you've experienced, observations you've made, or facts you know to be true or false.

Job Minimum Qualifications

- Although, formal education is not typically required, high school classes in mathematics, blueprint reading, and other vocational subjects can be helpful. Experience is preferred but the form setter may learn their trade through on the job training.
- Must be able to work outside in all types of weather conditions.
- Good communication skills.
- Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.
- Transportation is the responsibility of the employee. If the driving of a company vehicle is required then the guidelines of the company's driver qualifications standards must be met.

Health and Safety Requirements

- Follow all William A. Hazel, Inc. and job site safety requirements.
- Work around equipment and machinery.
- Ability to navigate on even and uneven surfaces at construction sites.
- Work in a safe, responsible manner to not intentionally or unintentionally injure oneself, or endanger the wellbeing of others.
- Properly use/wear all PPE.



R= rarely used (0-25%)

O= occasionally used (26-50%)

F= frequently used (51-75%)

C= continuously used (76-100%)

Physical Requirements					Environmental Factors				
Sitting	R	O	F	C	Indoor	R	O	F	C
Standing	R	O	F	C	Outdoor	R	O	F	C
Walking	R	O	F	C	High Temperatures	R	O	F	C
Bending Over	R	O	F	C	Low Temperatures	R	O	F	C
Crawling	R	O	F	C	Humid	R	O	F	C
Climbing	R	O	F	C	Dirty (soil)	R	O	F	C
Reaching Overhead	R	O	F	C	Dry	R	O	F	C
Crouching	R	O	F	C	Fumes, Gases, Odors, Dust	R	O	F	C
Kneeling	R	O	F	C	Grease, Oil, Mud	R	O	F	C
Balancing	R	O	F	C	Moving Mechanical Parts	R	O	F	C
Pushing or Pulling	R	O	F	C	Noise	R	O	F	C
Talking	R	O	F	C	Vibration	R	O	F	C
Repetitive use of hands/arms	R	O	F	C	Wet, Slippery Floors/Surfaces	R	O	F	C
Repetitive use of legs	R	O	F	C	Working with others	R	O	F	C
Grasping	R	O	F	C	Working alone	R	O	F	C
Lifting									
10 lbs. or less	R	O	F	C	Mental Requirements				
11 to 25 lbs.	R	O	F	C	Analytical Thinking	R	O	F	C
26 to 50 lbs.	R	O	F	C	Communication				
51 to 75 lbs.	R	O	F	C	Using Verbal Communication	R	O	F	C
76 to 100 lbs.	R	O	F	C	Using Written Communication	R	O	F	C
Over 100 lbs.	R	O	F	C	Handling stress & emotions	R	O	F	C
Carrying					Concentration on tasks	R	O	F	C
10 lbs. or less	R	O	F	C	Remembering details	R	O	F	C
11 to 25 lbs.	R	O	F	C	Making decisions	R	O	F	C
26 to 50 lbs.	R	O	F	C	Adjusting to changes	R	O	F	C
51 to 75 lbs.	R	O	F	C	Examine/observe details	R	O	F	C
76 to 100 lbs.	R	O	F	C	Supervise	R	O	F	C
Over 100 lbs.	R	O	F	C	Organize	R	O	F	C
Eye/hand coordination	R	O	F	C	Read/Write	R	O	F	C
Fine Manipulation	R	O	F	C					
Twist	R	O	F	C					
Vision Requirements									
No special vision requirements									
Close Vision									
Distance Vision									
Color Vision									
Peripheral Vision									
Depth Perception									
Ability to adjust focus									



Job Description Acknowledgement Form

This job description is intended to describe the nature and level of work being performed by people assigned to this position. It is not to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents.

I have received this job description and I understand all my job duties and responsibilities. I understand that my job may change on a temporary or regular basis at any time without it being specifically included in the job description. I further understand that I am responsible for the satisfactory execution of all the duties described therein, and all conditions described.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Superintendent.

Upon review of the job description and requirements:

- I am able to perform the essential function of the job.
- I am not able to perform the essential functions of the job without accommodations.
Please list the accommodations needed to perform the job functions:

- I am not able to perform the essential functions of the job even with accommodations.

Name: _____

Signature _____ Date: _____