

## DUTIES DESCRIPTION RECORD

DDR 72-41044

<b>Department</b>		<b>Position Grade</b>	
<b>Position Title</b>	<u>CONSTRUCTION &amp; MAINTENANCE GENERAL FOREMAN</u>	<b>Position Code</b>	
<b>System</b>	<u>POWER</u>	<b>Number of Positions</b>	6.95
<b>Division</b>	<u>DESIGN AND CONSTRUCTION</u>		13 (Temp)

Rate:	<b>\$77.30/hr.</b>	x 8	=	<b>\$618.40</b>	Base Rate (Eff. 2/01/21)
	<b>5.79/hr.</b>	x 8	=	<b>46.32</b>	Annuity (Eff. 2/01/21)
	<b>13.19/hr.</b>	x 8	=	<b><u>105.52</u></b>	Health & Welfare (Eff. 2/01/21)
				<b>\$770.24</b>	Per Day (Eff. 2/01/21)

Payments for Annuity and Health & Welfare shall be paid for each hour actually worked, but also including all paid hours during a second or third shift (eff. 1/4/95). Payments for Health & Welfare shall also be made for each hour of paid vacation time (eff. 7/6/92).

### Summary Duties

In connection with miscellaneous construction, alteration, and repair activities at various locations in the Power System, plans, lays out, directs, coordinates, and reviews the activities of various crafts, construction and maintenance, equipment, and labor foremen and their crews engaged in general construction and major maintenance of Power System structures and facilities; studies blueprints and specifications and arranges the organization of labor, equipment and materials and the assignment of job supervisors and personnel, making necessary changes thereto.

Obtains the proper equipment necessary for jobs; arranges for transportation of crews; estimates labor and materials necessary for jobs and checks quantities of materials ordered; orders additional materials as required and arranges for time and place of delivery; instructs surveying crews in the laying out of building sites; arranges for the moving and transporting of equipment. Issues instructions to subordinate foremen and detached crews in connection with the directing of methods and practices, coordinating of work of the various crafts and contractors, the inspection of work performed and the progress of projects; inspects tools, machinery, equipment and scaffolding for compliance with safety codes and working conditions, and impresses upon workers the necessity of using safety devices as provided; periodically holds safety meetings, calling attention to work hazards; renders first aid in event of injury.

Inspects construction work for compliance with State, County and City building codes; checks work for compliance with designs; prepares sketches and details of minor items which may be required on the job; confers with superior in the planning of jobs and arranging for use and disposition of personnel, equipment, material, procedures, and construction schedules; obtains and approves equipment, and labor timecards from foremen; makes work progress reports and maintains log of jobs for information of supervisors; drives motor vehicles; and performs related duties.

1. Overtime:

For the first two (2) hours following the regular shift, Monday through Friday, and the first ten (10) hours worked on Saturdays after the regular shift starting time (12/10/91), the employee shall be compensated at a rate computed by multiplying the hourly rate by one and one half (1½). For all time worked prior to normal shift, before regular starting time on Saturdays (12/10/90), Sundays, recognized holidays and after ten (10) hours work, Monday through Saturday, the employee shall be compensated at a rate computed by multiplying the hourly rate by two (2). (Eff. 1/27/20)

2. Holidays:

Recognized holidays shall be as follows: New Year's Day, Martin Luther King, Jr. Day, (effective 1-21-08), Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Day, and Cesar Chavez Day (Beginning 2011). When a recognized holiday falls on a Sunday, the following Monday shall be observed as a holiday. When Christmas or New Year's Day falls on Saturday, the Friday preceding shall be observed.

3. Multiple Shift: (8-8-8) Eff. 7/1/08 (Inside Wiremen's Agreement 2008-2011)

Multiple shifts of at least five (5) days duration may be worked. When two (2) or three (3) shifts are worked:

The first shift (day shift) shall consist of eight (8) consecutive hours worked between the hours of 5:00 A.M. and 6:00 P.M. Workmen on the "day shift" shall be paid at the regular hourly rate of pay for all hours worked.

Workmen on the second shift (swing shift) shall consist of eight consecutive hours worked between the hours of 9:31 A.M. and 8:00 P.M. Workmen on the "swing shift" shall be paid at the regular hourly rate of pay plus 17.3% for all hours worked.

Workmen on the third shift (graveyard shift) shall consist of eight (8) consecutive hours worked between the hours of 8:01 P.M. and 4:59 A.M. Workmen on the "graveyard shift" shall be paid at the regular hourly rate of pay plus 31.4% for all hours worked.

An unpaid lunch period of thirty (30) minutes shall be allowed on each shift. All overtime work required after the completion of eight (8) hours of any shift shall be paid at one and one-half times the "shift" hourly rate.

There shall be no pyramiding of overtime rates and double the straight rate shall be the maximum compensation for any hour worked. There shall be no requirement for a day shift when either the second or third shift is worked.

First Shift (Day Shift):	Start time between 5:00AM and 9:30AM (Straight Time Rate)
Second Shift (Swing):	Start time between 9:31AM and 8:00PM (Straight Time Rate + 17.3%)
Third Shift (Graveyard):	Start time between 8:01PM and 4:59AM (Straight Time Rate + 31.4%)

4. Subsistence:

Deleted

5. Travel Time:

- a) When required to report to a work location outside of Los Angeles County, an employee shall be entitled to a single round trip travel time payment at his/her regular straight-time hourly rate. Travel time to be computed from Palmetto Construction Headquarters to the work location at a reasonable rate of speed based on the vehicle used.
- b) In addition, an employee shall receive a board and lodging allowance of thirty five dollars (\$35) per day worked on jobs outside of Los Angeles County when Department management determines that such jobs require the employee to remain away from home overnight. (Eff. 7/1/84.)

The board and lodging allowance shall be paid for days worked unless management's prior approval is given for remaining at the location on the weekend or holiday.

The board and lodging allowance for jobs outside the County of Los Angeles shall be paid for weekends and holidays if the employee works both the day before and the day following such weekend or holiday.

At its option, the Department may provide meals and lodging in lieu of a board and lodging allowance.

Work at the Haynes Steam Plant Complex is excepted from all the above provisions.