

# DUTIES DESCRIPTION RECORD

DDR 72-41045

Department		
Position Title	CONSTRUCTION & MAINTENANCE FOREMAN	Position Grade
System	POWER	Position Code
Division	DESIGN AND CONSTRUCTION	Number of Positions
		6.95
		27 (Temp)

Rate:	\$67.61/hr. x 8	=	\$540.88	Base Rate (Eff. 2/01/21)
	5.79/hr. x 8	=	46.32	Annuity (Eff. 2/01/21)
	13.19/hr. x 8	=	105.52	Health & Welfare (Eff. 2/01/21)
			\$692.72	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

Plans, lays out, directs, and reviews the work of a construction crew, consisting of carpenters, plasterers, plumbers, pipefitters, reinforcing steel workers, and other craftsmen, equipment operators, and laborers, and, at times, craft foremen and labor foremen engaged in general construction, alterations and major maintenance of Power System structures and facilities; studies blueprints and specifications and arranges the organization of labor, equipment and materials; obtains the proper equipment necessary for project jobs by submitting requisitions and arranging for the moving of equipment; secures transportation for crews.

Orders material by requisition and arranges for time and place of delivery; instructs surveying crews in the layout of building sites; directs construction activities, supervising practices and methods, coordinating the work of the various crafts and contractors, inspecting the work performed, reporting work progress and keeping log of information for superintendent on status of projects, and approving labor and equipment timecards; inspects tools, equipment and scaffolding, directs and enforces compliance with safe practices and safety requirements; renders first aid in the event of injury.

Checks during progress of work for compliance with original design, confers with superior and engineers when interpreting plans and specifications which require changes; directs the clearing of waste and surplus materials from completed job projects and confers with supervisor regarding the disposition of personnel, equipment and materials; 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, 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) 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.