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PACIFIC GAS AND ELECTRIC COMPANY

PG&E + 245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211

January 7, 1970

Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P. O. Box 584  
Walnut Creek, California 94597

Attention: Mr. Ronald T. Weakley, Business Manager

Gentlemen:

At present, Janitors and Floormen are required to pass the tests required for employment as a Helper in the Building Department before they are considered as being in a next lower classification to certain other classifications in the Building Department.

We believe that this requirement is no longer necessary and, therefore, Company proposes to amend Exhibit VI-H, Division and General Office Building Departments, Job Definitions and Lines of Progression, as attached, to eliminate such requirement.

If you are in accord with the foregoing and the attachments and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By *W. W. Bright*  
Manager of Industrial Relations

The Union is in accord with the foregoing and it agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL  
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

January 13, 1970

By *Ronald T. Weakley*  
Business Manager

JOB DEFINITIONS AND LINES OF PROGRESSION

DIVISION AND GENERAL OFFICE BUILDING DEPARTMENTS

0660 BUILDING MAINTENANCE SUBFOREMAN

An employee who is a working foreman and who supervises employees engaged in the operation, maintenance, minor construction and reconstruction and upkeep of buildings, furniture and fixtures, and mechanical and electrical equipment herein. He shall have the personal qualifications of leadership and supervisory ability, the job qualifications of a Building Maintenceman, and be familiar with the buildings to which he is assigned and with Company's maintenance and safety standards, accounting procedures, and other applicable rules and procedures.

Next Lower Classification

Same or Higher Classification

1170 Building Maintenceman

0660 Building Maintenance Subforeman

1170 BUILDING MAINTENANCEMAN

An employee engaged in the operation, maintenance, and upkeep of buildings and mechanical and electrical equipment therein. He performs maintenance and repair work and miscellaneous duties in connection with the care, use and minor construction and reconstruction of the building and the parts thereof. He shall be able to read blueprints and to operate a Company vehicle. He may be required to refinish furniture and other routine work. He may also be required to direct the work of other Building Department employees.

Next Lower Classifications

Same or Higher Classifications

0495 Building Engineer

0660 Building Maintenance Subforeman

0590 Floorman

0670 Building Service Subforeman

0927 Helper

1170 Building Maintenceman

1050 Janitor

1060 Janitress

1073 Lead Janitor

1240 Building Mechanic

0670 BUILDING SERVICE SUBFOREMAN

An employee who is a working foreman directing the work of the janitorial employees and performing the duties of a Building Mechanic or Building Engineer. He shall have the personal qualifications of leadership and supervisory ability, the job qualifications of a Building Mechanic or Building Engineer, and be familiar with the buildings to which he is assigned and with Company's maintenance and safety standards, accounting procedures, and other applicable rules and procedures.

Next Lower Classifications

0495 Building Engineer  
1240 Building Mechanic

Same or Higher Classifications

0660 Building Maintenance Subforeman  
0670 Building Service Subforeman  
1170 Building Maintenanceman

1240 BUILDING MECHANIC

An employee who operates, maintains and cleans the equipment, machinery and appurtenances in the boiler room and performs routine building maintenance work such as the repair of building equipment and accessories, office fixtures and furnitures, floor plugs, light switches and fixtures, plumbing valves, windows, minor painting and plaster patching; and performs building operation work such as operating elevators, air conditioning systems, paper baling machines, and other equipment and machinery.

Next Lower Classifications

0590 Floorman  
0927 Helper  
1050 Janitor  
1060 Janitress  
1073 Lead Janitor

Same or Higher Classifications

0495 Building Engineer  
0660 Building Maintenance Subforeman  
0670 Building Service Subforeman  
1170 Building Maintenanceman  
1240 Building Mechanic

0495 BUILDING ENGINEER

A shift employee who operates, maintains and cleans the equipment machinery and appurtenances in the boiler room and performs routine building maintenance work such as the repair of building equipment and accessories, office equipment, floor plugs, light switches and fixtures, plumbing valves, windows, minor painting and plaster patching; performs building operation work such as operating elevators, air conditioning systems, paper baling machines, and other equipment and machinery and assists in moving office furniture and equipment.

Next Lower Classifications

0590 Floorman  
0927 Helper  
1050 Janitor  
1060 Janitress  
1073 Lead Janitor

Same or Higher Classifications

0495 Building Engineer  
0660 Building Maintenance Subforeman  
0670 Building Service Subforeman  
1170 Building Maintenanceman  
1240 Building Mechanic

0927 HELPER

An employee whose principal duties consist of semi-skilled work such as assisting higher classifications, including the use of handtools, under direction. Under indirect supervision, he may also be required to perform janitorial work such as cleaning, replacing light globes or tubes, moving furniture, changing washers in plumbing fixtures and replacing or repairing window blinds.

Beginner's Classification

0060 GARAGE ATTENDANT (GENERAL OFFICE)

An employee who is engaged in general servicing of motor vehicles, including fuel and oil servicing, battery servicing, tire changing, minor adjustments, windshield and window washing, etc; logs car assignments and records mileage of cars; cleans garage and oversees parking lot; performs driving assignments as required.

Next Lower Classifications

0055 Garage Assistant  
0880 Garageman

Same or Higher Classifications

0060 Garage Attendant  
0730 Garage Subforeman  
1255 Equipment Mechanic  
1258 Appr. Equip. Mechanic  
1345 Lead Mechanic  
1400 Routine Mechanic

Note: For bidding purposes Garage Attendant in the General Office shall be considered as a San Francisco Division Job. For bidding to the job in the Garage Department Line of Progression an employee classified as Garage Attendant shall be considered as a Garageman.

0890 GARDENER

An employee engaged in the care of lawns, gardens, grounds, etc.

Beginner's Classification

1073 LEAD JANITOR

An employee who is a leadman and who performs janitor work and directs the work of a group of janitorial employees who are on duty at night. May be required to operate and elevator.

Next Lower Classifications

0590 Floorman  
1050 Janitor  
1060 Janitress

Same or Higher Classifications

0459 Building Engineer  
0660 Building Maintenance Subforeman  
0670 Building Service Subforeman  
1073 Lead Janitor  
1170 Building Maintenance man  
1240 Building Mechanic

An employee who maintains the specially treated floors, including the preparing, cleaning and application of finish and preserving materials to them.

Next Lower Classifications

1050 Janitor  
1060 Janitress

Same or Higher Classifications

0495 Building Engineer  
0590 Floorman  
0660 Building Maintenance Subforeman  
0670 Building Service Subforeman  
1073 Lead Janitor  
1170 Building Maintenceman  
1240 Building Mechanic

1050 JANITOR  
and  
1060 JANITRESS

An employee who performs all types of janitorial work in an assigned building or section thereof; may be required to operate an elevator and perform other related work.

Beginner's Classification

2300 ELEVATOR STARTER (GENERAL OFFICE)

An employee who monitors elevator service, assists and directs persons seeking information; may be required to operate an elevator.

Next Lower Classification

None

Same or Higher Classifications

0495 Building Engineer  
0590 Floorman  
0660 Building Maintenance Subforeman  
0670 Building Service Subforeman  
1073 Lead Janitor  
1170 Building Maintenceman  
1240 Building Mechanic

1620 ELEVATOR OPERATOR (SAN JOAQUIN DIVISION)

An employee who operates a passenger elevator in a Company office building; assists and directs persons seeking information; may perform other work as conditions permit.

Beginner's Classification