



# LETTER AGREEMENT NO. 94-71-PGE

**IBEW**



PACIFIC GAS AND ELECTRIC COMPANY  
INDUSTRIAL RELATIONS DEPARTMENT  
201 MISSION STREET, ROOM 1513A  
MAIL CODE P15A  
P.O. BOX 770000  
SAN FRANCISCO, CALIFORNIA 94177  
(415) 973-3425

INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, AFL-CIO  
LOCAL UNION 1245, I.B.E.W  
P.O. BOX 4790  
WALNUT CREEK, CALIFORNIA 94596  
(510) 933-6060

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RONALD L. BAILEY, MANAGER OR  
DAVID J. BERGMAN, DIRECTOR AND CHIEF NEGOTIATOR

JACK MCNALLY, BUSINESS MANAGER

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August 22, 1994

Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P.O. Box 4790  
Walnut Creek, CA 94598

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

Pursuant to Sections 205.11 and 305.4 of the Physical Agreement, Company proposes to establish the attached joint Backhoe/Loader Training Program to serve as an entry requirement to the Division classification 1645 Equipment Operator, and the General Construction classification 1515 Backhoe Operator.

This letter cancels and supersedes Letter Agreement 89-170-PGE, dated September 20, 1989.

In order to be considered for upgrade or promotion to the classifications indicated above, the employee must successfully complete the company two-week backhoe/loader training program. Candidates will be selected for training on the basis of their preferential consideration to the position under Titles 205 and 305. Further, where applicable, the employee will be required to possess a valid Class A Drivers License.

Removal of a backhoe operator for job performance failure will be subject to review by the Joint Apprenticeship and Training Committee.

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

Yours very truly,

PACIFIC GAS & ELECTRIC COMPANY

By:   
Director and Chief Negotiator

The Union is in accord with the foregoing and attachments and agree thereto, please do indicate in the space provided below and return one executed copy of this letter to the Company.

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

April 3, 1995

By:   
Business Manager

**BACKHOE/LOADER  
TRAINING AND QUALIFYING PROGRAM FOR:**

**GENERAL CONSTRUCTION CLASSIFICATION  
1515 BACKHOE OPERATOR**

**AND**

**DIVISION CLASSIFICATION  
1645 EQUIPMENT OPERATOR**

## **TRAINING AND QUALIFYING PROGRAM FOR: BACKHOE OPERATOR / EQUIPMENT OPERATOR**

### **Statement of Policy**

In order to be considered for upgrade to Backhoe Operator (GC) / Equipment Operator (Division) or awarded a bid for the classification of Backhoe Operator / Equipment Operator, employee must complete and pass the Backhoe/Loader Training Program and, where applicable, possess a Class A Drivers License.

### **Training Overview**

Training consists of classroom and hands-on equipment operation. This course is designed to provide the opportunity for students to develop the basic operating skills necessary in performing routine job - related backhoe/loader operations. Practice modules are designed to develop the student's manipulative skills when operating the various controls and require job planning as well as precision set-up. Through lecture, audio visual, and instructor demonstration, the students will be given the latest information on proper operating procedures, techniques, and maintenance requirements.

At the completion of the training and practice period, the employee will be required to pass two tests, a written test and a trenching proficiency test.

#### **#1) Written Test**

The Written Test will consist of 30 questions. A grade of 70% or better is required to pass.

If the employee passes the Written Test, the Trenching Proficiency Test will be administered.

If the employee fails the written test they will be given the opportunity to study the subject matter and retake the test while at the school site. If they fail to pass the written test on the second attempt the Trenching Proficiency Test will not be administered. The employee will be given 30 days to review the training materials and retake the test for the final time, test to be administered by their local Human Resource Department. Failure on the third attempt or if the employee refuses to retake the written test, would result in the rejection of his/her bid or the possibility of upgrade as a Backhoe Operator/ Equipment Operator.

#### **#2) Trenching Proficiency Test**

This test will be performed by trenching and backfilling one of the two exercises given. Employees draw straws to determine which test is administered. They will be graded in four areas during this test. ① Safe Equipment Operation, ② Proper Operating Procedures, ③ Productivity, and ④ Maintenance.

#### **PASS:**

If the employee completes the trenching proficiency test with 70 points or better out of a possible 100 points, they will be fully qualified to relieve as, or obtain a bid as, a Backhoe Operator/Equipment Operator.

## **FAIL:**

If the employee fails the timed trenching proficiency test an additional 20 hours of training will be provided and within 60 days a second opportunity will be given to pass the test. Failure to pass on the second attempt shall result in the rejection of his/her bid or possibility of upgrade to Backhoe Operator/Equipment Operator for a period of no less than one year at which time they may be given a third and final opportunity to pass an 80 hour training course. Failure to pass on the third attempt shall result in the rejection of his/her bid and the possibility of upgrade to Backhoe Operator/Equipment Operator.

Further, if an employee does not wish to attend, or voluntarily withdraws from consideration for the additional 20 hours of the Backhoe/Loader Training, or if an employee takes the training but elects not to take the second test within 60 days of the first test, he/she will be considered as voluntarily removing himself/ herself from the training program. Consequently, this will result in the rejection of his/her bid or possibility of upgrade to operate a backhoe/loader.

## **HANDS-ON STANDARD:**

### **① Safe Equipment Operation:**

1. Smoothly operated, no excessive jerking or false movements, blending two to three control functions at a time.
2. Tractor operated at proper speed, no tire spinning, over shooting trench, parking and setup procedures followed.
3. Understands and follows hand and verbal instructions.
4. Attentive to surrounding conditions and follows safety procedures.

### **② Proper Operating Procedures:**

1. Demonstrates the ability to maneuver with the backhoe into a position for effective trenching.
2. Demonstrates jumping and straddling a trench following procedures and with smoothness of operation.
3. Produces a usable trench and tapholes following procedures and requirements.
4. Performs effective loader operations, backfilling, leveling, clam operation, and steel plate setting.
5. Performs smooth, safe, and effective backhoe operations using multiple control lever operations.
6. Demonstrates an awareness to surroundings and takes precautions. (substructures, buildings, etc.)

### **③ Productivity:**

1. Accomplish a given job task within the allotted time frame with an effective end product.

### **④ Maintenance:**

1. Perform a pre-start inspection and lubrication according to manufacturer specifications.

# BACKHOE MODULE CHECKOFF

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

<p style="text-align: center;"><b><u>COORDINATION EXERCISES</u></b></p> <p><input type="checkbox"/> Fan</p> <p><input type="checkbox"/> Fish</p> <p><input type="checkbox"/> Push/Pull Straight*</p> <p><input type="checkbox"/> Push/Pull Mound*</p> <p><input type="checkbox"/> Lower Down Hill</p>	<p style="text-align: center;"><b><u>TRENCHING EXERCISES</u></b></p> <p><input type="checkbox"/> Straight Trench*</p> <p><input type="checkbox"/> Substructure Trench*</p> <p><input type="checkbox"/> Wall trench*</p> <p><input type="checkbox"/> Dump Truck Trenching*</p> <p><input type="checkbox"/> Street Trenching*</p> <p><input type="checkbox"/> Street / Tunnel Curb*</p> <p><input type="checkbox"/> Tap Hole Trenching*</p> <p><input type="checkbox"/> Trenching in Park Strip</p> <p><input type="checkbox"/> Butt Two Trenches Together</p> <p><input type="checkbox"/> Trenching Cul-De Sac *</p> <p><input type="checkbox"/> Trench Pole Riser</p> <p><input type="checkbox"/> Circle Trench</p> <p><input type="checkbox"/> Trench Down Slope</p> <p><input type="checkbox"/> Trench Across Base of Slope</p> <p><input type="checkbox"/> Trench Branch Service*</p>
<p style="text-align: center;"><b><u>MANEUVERING EXERCISES</u></b></p> <p><input type="checkbox"/> Push/Pull Figure S*</p> <p><input type="checkbox"/> Figure 8</p> <p><input type="checkbox"/> Branch Maneuvering</p> <p><input type="checkbox"/> Jump Trench*</p> <p><input type="checkbox"/> Straddle Trench*</p>	<p style="text-align: center;"><b><u>MAINTENANCE</u></b></p> <p><input type="checkbox"/> Perform Daily Checks*</p> <p><input type="checkbox"/> Lubricate      <input type="checkbox"/> Backhoe   <input type="checkbox"/> Loader*</p>
<p style="text-align: center;"><b><u>LOADER EXERCISES</u></b></p> <p><input type="checkbox"/> Backfill Trenches*</p> <p><input type="checkbox"/> Backfill Tap Hole*</p> <p><input type="checkbox"/> Clam Bucket Operation</p> <p><input type="checkbox"/> Set / Carry Steel Plates*</p>	
<p style="text-align: center;"><b><u>DRIVING EXERCISES</u></b></p> <p><input type="checkbox"/> Drive through Obstacle Course*</p> <p><input type="checkbox"/> Drive Up/Down Slope*</p>	

\* Required Basic Skills

## DAILY REPORT FOR BACKHOE/LOADER TRAINING

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

CLASSROOM.....	_____HRS	*SAFETY INFRACTIONS
<b>TRENCHING EXERCISES</b> <input type="checkbox"/> _____Hrs. Straight Trench <input type="checkbox"/> _____Hrs Substructures <input type="checkbox"/> _____Hrs. Wall <input type="checkbox"/> _____Hrs Street Trench <input type="checkbox"/> _____Hrs. Dump Truck <input type="checkbox"/> _____Hrs. Circle <input type="checkbox"/> _____Hrs. Street Tunnel Curb <input type="checkbox"/> _____Hrs. Tap Hole <input type="checkbox"/> _____Hrs. Branch <input type="checkbox"/> _____Hrs. Park Strip <input type="checkbox"/> _____Hrs. Butt Trench <input type="checkbox"/> _____Hrs. Cul-De- <input type="checkbox"/> _____Hrs. Pole Riser <input type="checkbox"/> _____Hrs. Down / Across Slope	_____HRS	*
<b>COORDINATION EXERCISES</b> <input type="checkbox"/> _____Hrs. Fan <input type="checkbox"/> _____Hrs. Push/Pull Mound <input type="checkbox"/> _____Hrs. Lower Down Slope <input type="checkbox"/> _____Hrs. Fish <input type="checkbox"/> _____Hrs. Push/Pull Strgt	_____HRS	*
<b>MANEUVERING EXERCISES</b> <input type="checkbox"/> _____Hrs. Push/Pull Fig. S <input type="checkbox"/> _____Hrs. Figure 8 <input type="checkbox"/> _____Hrs. Branch Man. <input type="checkbox"/> _____Hrs. Jump Trench <input type="checkbox"/> _____Hrs. Straddle Trench	_____HRS	*
<b>LOADER EXERCISES</b> <input type="checkbox"/> _____Hrs. Backfill Trenches <input type="checkbox"/> _____Hrs. Backfill Tap Holes <input type="checkbox"/> _____Hrs. Set/Carry Steel Plates <input type="checkbox"/> _____Hrs. Clam Bucket Operation	_____HRS	*
<b>DRIVING EXERCISES</b> <input type="checkbox"/> _____Hrs. Drive Thru Obstacle Course <input type="checkbox"/> _____Hrs. Drive Up / Down Slope	_____HRS	*
<b>MAINTENANCE</b> <input type="checkbox"/> _____Hrs. Pre-Start Inspection <input type="checkbox"/> _____Hrs. Lubrication	_____HRS	*
<b>REVIEWING DAILY WORK</b>	_____HRS	

**TOTAL HOURS:** \_\_\_\_\_

\*Safety Infraction explanation given on back of sheet

**COMMENTS ON BACK OF SHEET**

**INSTRUCTORS NAME:** \_\_\_\_\_

## SAMPLING OF WRITTEN TEST QUESTIONS

**CIRCLE THE LETTER NEXT TO THE MOST CORRECT ANSWER:**

**SPOIL IS TO BE PLACED AT LEAST:**

- A. 1' from the edge of the excavation.
- B. As far from the excavation as possible.
- C. 2' from the edge of the excavation.
- D. 3' from the edge of the excavation.

**WHEN WORKING IN HILLY TERRAIN, IT IS RECOMMENDED THAT WHEN DESCENDING A GRADE WITH A FULL LOADER BUCKET YOU ARE TO:**

- A. Drive facing down hill.
- B. Not work in hills with a loaded bucket.
- C. Back down with the load facing up hill.
- D. Only operate with a half load.

**HOW OFTEN IS A BACKHOE TO BE GREASED?**

- A. Monthly.
- B. Every day.
- C. At least every 10 hours.
- D. Before operating.

**WHEN MOVING A LOAD, KEEP THE LOADER BUCKET;**

- A. As high as possible for the best visibility.
- B. Three foot off the ground.
- C. One to two feet off of the ground for maximum visibility and stability.
- D. Curled all the way back.

**IF YOU BELIEVE THAT THE STATEMENT IS MORE TRUE THAN FALSE DRAW A CIRCLE AROUND THE (T); IF YOU BELIEVE THE STATEMENT IS MORE FALSE THAN TRUE, DRAW A CIRCLE AROUND THE (F).**

- |   |   |  |
|---|---|--|
| T | F | It is the operator's responsibility to do a thorough inspection of his/her equipment at the start of each work day.  |
| T | F | It is advisable to have your warning flashers on when roading.   |
| T | F | The proper procedure when setting -up a tractor to trench is:<br>1. Lower the loader bucket flat onto the ground.<br>2. Place the forward/reverse shuttle in neutral.<br>3. Lower the stabilizers and place them firmly on ground.<br>4. Turn the seat around. |



TRENCHING PROFICIENCY TESTS

Exercise #1

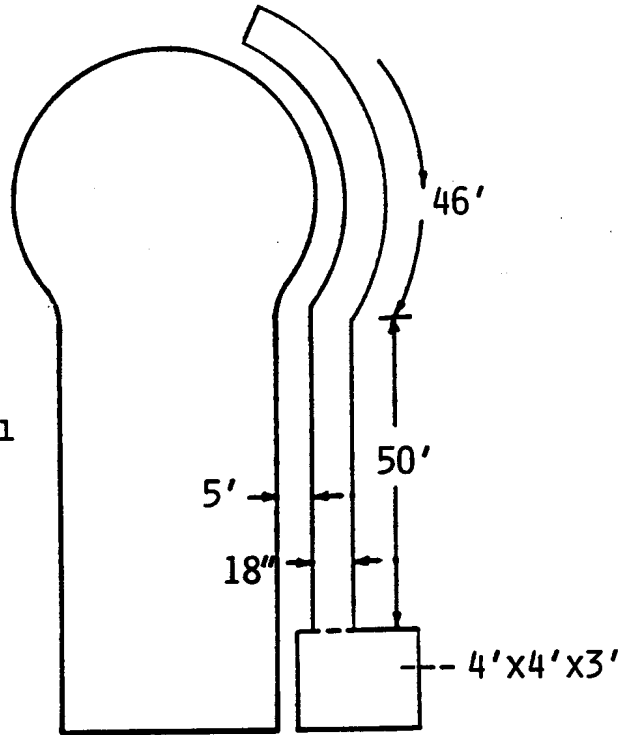
Cul-de-sac

Standard Time

Allotted 1 hr 15 min

Usable Trench and Backfill

36" Deep



Exercise #2

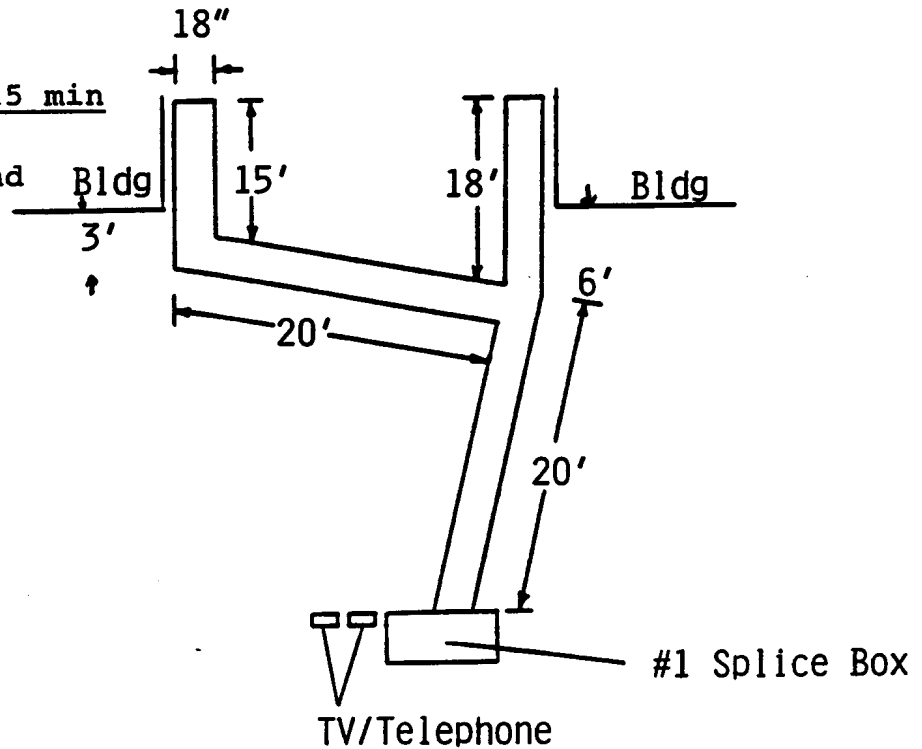
Branch Service

Standard Time

Allotted 1 hr 15 min

Usable Trench and Backfill

30" Deep



## Trenching Proficiency Evaluation CUL-DE-SAC

Name: \_\_\_\_\_ Classification: \_\_\_\_\_ Date: \_\_\_\_\_

Region: \_\_\_\_\_ Division: \_\_\_\_\_

Headquarters: \_\_\_\_\_ Dept: \_\_\_\_\_

OPERATION	STANDARD				Score
<b>A) SAFE EQUIPMENT OPERATION</b>					
	<b>Poor</b>	<b>Below</b>	<b>Meets</b>	<b>Exceeds</b>	
1. Trench Cycle	2 - 3	4 - 5	6 - 7	8 - 9	_____
2. Loader Control	2 - 3	4 - 5	6 - 7	8 - 9	_____
3. Proper Speed	2 - 3	4 - 5	6 - 7	8 - 9	_____
4. Verbal Instruction	2	4	6		_____
<b>Sub Total</b>					_____
					<b>33 pts. Possible</b>

OPERATION	STANDARD				Score
<b>B) PROPER OPERATING PROCEDURES</b>					
	<b>Poor</b>	<b>Below</b>	<b>Meets</b>	<b>Exceeds</b>	
1. Trench / Taphole	2 - 3	4 - 5	6 - 7	8 - 9	_____
2. Maneuvering Ability	2 - 3	4 - 5	6 - 7	8 - 9	_____
3. Backfilling	2 - 3	4 - 5	6 - 7	8 - 9	_____
4. Jump/Straddle	2	4	6		_____
<b>Sub Total</b>					_____
					<b>33 pts. Possible</b>

<b>C) PRODUCTIVITY</b>	<b>Below-Minus</b> 1pt. per min. over. No lower that 9pts. or 15 mins.	<b>Meets</b> Std. Time for Cul-De-Sac	<b>Exceeds-Plus</b> 1pt. for every 5 mins. under Std.
1. Accomplish in allotted time. Basic Score 24 points.			
Standard Time Allotted 1:15	Time Taken	_____	_____
			<b>33 pts Possible</b>

<b>D. MAINTENANCE</b>	<b>Below</b>	<b>Meets</b>	
1. Equipment Inspection	0	1	_____
			<b>1 pt. Possible</b>

**SUB TOTAL** \_\_\_\_\_

**SAFETY INFRACTIONS:**  
Minus 1 point for each infraction.

INFRACTIONS # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ **MINUS** \_\_\_\_\_

Passing score is 70 out of a possible 100 points.

**Total Score** \_\_\_\_\_

Trainee \_\_\_\_\_

Instructor \_\_\_\_\_

# Trenching Proficiency Evaluation

## BRANCH

Name: \_\_\_\_\_ Classification: \_\_\_\_\_ Date: \_\_\_\_\_

Region: \_\_\_\_\_ Division: \_\_\_\_\_

Headquarters: \_\_\_\_\_ Dept: \_\_\_\_\_

OPERATION	STANDARD				Score
<b>A) SAFE EQUIPMENT OPERATION</b>					
	<b>Poor</b>	<b>Below</b>	<b>Meets</b>	<b>Exceeds</b>	
1. Trench Cycle	2 - 3	4 - 5	6 - 7	8 - 9	_____
2. Loader Control	2 - 3	4 - 5	6 - 7	8 - 9	_____
3. Proper Speed	2 - 3	4 - 5	6 - 7	8 - 9	_____
4. Verbal Instruction	2	4	6		_____
					<b>Sub Total</b> _____
					<b>33 pts. Possible</b>

OPERATION	STANDARD				Score
<b>B) PROPER OPERATING PROCEDURES</b>					
	<b>Poor</b>	<b>Below</b>	<b>Meets</b>	<b>Exceeds</b>	
1. Trench	2 - 3	4 - 5	6 - 7	8 - 9	_____
2. Maneuvering Ability	2 - 3	4 - 5	6 - 7	8 - 9	_____
3. Backfilling	2 - 3	4 - 5	6 - 7	8 - 9	_____
4. Jump/Straddle	2	4	6		_____
					<b>Sub Total</b> _____
					<b>33 pts. Possible</b>

<b>C) PRODUCTIVITY</b>	<u>Below</u> -Minus 1pt. per min. over. No lower that 9pts. or 15 mins.	<u>Meets</u> Std. Time for Branch		<u>Exceeds</u> -Plus 1pt. for every 5 mins. under Std.
1. Accomplish in allotted time. Basic Score 24 points.				
Standard Time Allotted 1:15	<b>Time Taken</b>	_____		_____
				<b>33 pts Possible</b>

<b>D. MAINTENANCE</b>	<b>Below</b>	<b>Meets</b>	
1. Equipment Inspection	0	1	_____
			<b>1 pt. Possible</b>

**SUB TOTAL** \_\_\_\_\_

**SAFETY INFRACTIONS:**  
Minus 1 point for each infraction.

INFRACTIONS # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ MINUS \_\_\_\_\_

Passing score is 70 out of a possible 100 points.

**Total Score** \_\_\_\_\_

Trainee \_\_\_\_\_

Instructor \_\_\_\_\_

