



LETTER AGREEMENT NO. 10-17-PGE



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS AND HUMAN RESOURCES DEPARTMENT
MAIL CODE N2Z
P. O. BOX 770000
SAN FRANCISCO, CA 94177
(415) 973-4310
STEPHEN RAYBURN
DIRECTOR AND CHIEF NEGOTIATOR

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 2547
VACAVILLE, CALIFORNIA 95696
(707) 452-2700
TOM DALZELL
BUSINESS MANAGER

April 2, 2010

Mr. Tom Dalzell, Business Manager
Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P.O. Box 2547
Vacaville, CA 95696

Dear Mr. Dalzell:

The Company proposes pursuant to Section 204.4 of the Agreement to pilot 503150401 a Gas Transmission M&C Coordinator position.

A. Job Description

Line of Progression and Job Qualifications are attached as Exhibit 1.

B. Schedule of Employees During the Pilot

Employees who are selected as Gas Transmission M&C Coordinators will be placed on a 4 day, 10 hour schedule.

C. Pay Rate

Gas Transmission M&C Coordinators will be paid a wage rate of:

	<u>Initial</u>	<u>1 year</u>
2010	\$43.42/hr	\$45.52/hr

D. Selection of Employees to Participate in Pilot

For the pilot, the Company will propose 3 individuals to be Gas Transmission M&C Coordinators. The IBEW will be given the opportunity to approve or reject individual candidates. Once a candidate has been approved by the IBEW, he/she will be offered the position for the duration of the pilot. A candidate is not required to accept the position. If an employee accepts a position and later determines he/she does not wish to remain a Gas Transmission M&C Coordinator, he/she may return to his/her previous classification and headquarters.

Exhibit 1**(503150401) GAS TRANSMISSION M&C GAS COORDINATOR****1. Preferred Bidders:**

SAP Job Code	SAP Job Title
50010294	Transmission Mechanic
50010298	Mechanic - Welder
50010329	Operator-Mechanic
50010332	Operator-Mechanic I
50010409	PIO Gas Technician
50010416	Gas Technician
50010418	Gas Transmission Technician
50010427	Gas Control Technician - Gas Supply
50010428	Gas Control Technician - Meas & Control
50010521	Field Engineering Technician
50010778	Operations Specialist
50010309	Senior Gas Transmission Operator
50010328	PIO Senior Operator-Mechanic
50010329	Operator-Mechanic
50010778	Operations Specialist
50210203	Operator

* Upon exhaustion of all confirmed priority A, B, and C bidders, as in accordance with the Agreement, company shall retain right to identify and interview candidates possibly including those listed as D or E bidders, RTW or external candidates at company discretion.

2. Qualifications - Required or to be fulfilled within the 6 month probationary period.

- a. Clear understanding of safety related issues that may occur on job site, in office and in vehicle for both self and others in order to help company meet its Zero OSHA, LWD, Training and Safety Incident goals.
- b. Possess a Class C license (required).
- c. Ability to perform duties to work in a physical environment (required):
 - i. Qualified and able to open underground enclosures.
 - ii. Physically capable to walk around construction and maintenance sites, facility rights-of-ways or other operating areas of uneven ground.
 - iii. Ability to lift 25 lbs. at work sites.
 - iv. Physically capable to set no parking signs and other required worksite signage.
 - v. Ability to climb ladders to a height of 15 feet.
- d. Gas Construction Skills:
 - i. Basic understanding of USA (ref. Underground Service Alert) procedures.
 - ii. Basic understanding for non electrical workers of Arc Flash Hazard standard. Knowledge/ability to recognize and work safely around exposed energized electrical equipment.
 - iii. Understands how to use a pipe locator to determine unidentified work area in the field.
 - iv. Understands and is able to reference gas standards.
 - v. Basic understanding and knowledge of appropriate pressure control equipment needed to perform work on gas transmission and distribution facilities.
 - vi. Basic understanding of necessary excavation dimensions, shoring requirements and equipment space requirements (ref. Excavation Safety Manual).

- e. Construction knowledge: Gas Transmission
 - i. Basic jobsite coordination skills.
 - ii. Good understanding of a job package.
 - iii. Ability to review drawings for accuracy and determine if job can be built.
 - iv. Ability to ensure project has identified proper labor resources.
 - v. Ability to review materials list.
 - vi. Ability to understand appropriate work procedures to conduct work.
 - vii. Ability to identify work that can be performed safely pressurized.
 - viii. Ability to understand when worksite is construction ready.
 - ix. Ability to proactively communicate construction workable schedules.
 - x. Ability to identify when a clearance is required.
 - xi. Ability to help prepare and/or submit clearances.

- f. Technology Systems – activate and attain during six month probationary period.
 - i. PipeLine Maintenance (PLM)
 - 1. Work Management – Work Requests (header and planning sections), Scheduling & Reports modules, and pop lists.
 - ii. SAP – GT Coordinator Profile
 - 1. Materials Management – ZMRSR transaction (materials status).
 - iii. General Computer skills-
 - 1. Ability to send e-mail and manage calendar in Microsoft Outlook.
 - 2. Ability to review and attach Microsoft Word documents to e-mail.
 - 3. Ability to review and attach Microsoft Excel documents to e-mail.
 - 4. Ability to use digital cameras, downloading and printing pictures.
 - iv. **FUTURE** - SAP – WRC Profile
 - 1. Work Management – Order Status Screen (ZORDER).
 - 2. Materials Management – Components Tab within a PM Order (coded materials\services), ZMRSR transaction (materials status).
 - 3. Schedule report – Monitor work schedules.

- g. Job Coordination Management
 - i. Effective interpersonal skills to include:
 - 1. Communication skills
 - a. Ability to interact effectively with internal construction departments, project management, third-party contractors, permitting agencies, and customers.
 - b. Ability to effectively communicate in a timely manner with supervisor regarding jobs with issues that the M&C Coordinator cannot resolve.
 - c. Ability to effectively communicate with customers during preconstruction coordination efforts.
 - d. Ability to proactively and promptly escalate issues to the right individuals for timely resolution and adjustment to the schedule when necessary.
 - ii. Effective decision-making skills.
 - 1. Time Management Skills
 - a. Ability to simultaneously coordinate numerous jobs (Task Management).
 - b. Understand communicated prioritization of work.
 - c. Ability to coordinate deadlines for various overlapping job package requirements (i.e. USA, permits, etc.).
 - d. Ability to work and meet deadlines in a fast-paced/high pressure environment.
 - e. Resolve scheduling conflicts and recognize optimization opportunities.
 - iii. Ability to learn and understand local Code or Ordinance restrictions which may be applicable to a specific project in your assigned area.
 - iv. Actively engaged with local meetings with Construction and project management to understand future work and prompt for the submission of work requests into PLM.
 - v. Ability to learn and understand facilities environmental issues and permit conditions including Title V, basic manifesting, habitat, etc.
 - vi. Understand and utilize Gas Maintenance Roadmap as necessary.