



# LETTER AGREEMENT NO.

# IBEW



PACIFIC GAS AND ELECTRIC COMPANY  
INDUSTRIAL RELATIONS DEPARTMENT  
375 NORTH WIGET LANE, SUITE 150  
WALNUT CREEK, CALIFORNIA 94598  
(510) 746-4282

## 96-100-PGE

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

MEL BRADLEY, MANAGER OR  
DAVID J. BERGMAN, CHIEF NEGOTIATOR

JACK McNALLY, BUSINESS MANAGER

November 1, 1996

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:

Attached is an update of Title 600.2, Exhibit VI-A, Job Definitions and Lines of Progression for the **Materials Distribution Department**.

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

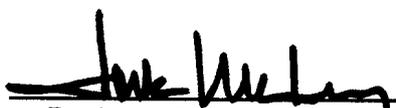
Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By:   
Chief Negotiator

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

Nov 14, 1996

By:   
Business Manager



**PACIFIC GAS AND ELECTRIC COMPANY  
and  
IBEW, LOCAL UNION NO. 1245**

**MATERIALS DISTRIBUTION  
AND  
DIVISION MATERIALS DEPARTMENTS  
INCLUDING GAS TRANSMISSION & STORAGE**

**JOB DEFINITIONS AND LINES OF PROGRESSION**

**Exhibit VI-A, Section 600.2**

REVISED NOVEMBER, 1996  
Replaces Book Dated June, 1994  
New language appear in *italics*

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**WAREHOUSE OPERATIONS, MATERIALS**

**0765 MATERIALS FACILITY LEADER**

An employee who is in charge of a Materials Facility or a shift at a Distribution Center where three or more employees including the *Materials Facility Leader* are employed, interprets and administers Materials Department procedure, and both supervises and performs duties relating to materials related office procedures, shipping/receiving, disbursing, and salvaging of materials. The Materials Facility Leader shall have the personal qualifications of leadership and supervisory ability and be familiar with Company's applicable rules and procedures. If assigned to a Materials Facility where the *Materials Facility Leader* is subordinate to a materials supervisory employee not in the bargaining unit, the *Materials Facility Leader* may perform the duties of a Materials Leadperson.

**Next Lower Classifications**

**Same or Higher Classification**

0433 Leadman Driver\*+  
1085 Materials Leadperson\*  
1215 Materials Facilityperson

0765 Materials Facility Leader\*\*

- \* If no valid bid on file from Materials Facilityperson or Materials Facility Leader.
- + Must have, on or before 1/15/79, been classified as Senior Warehouseman, (1085) Materials Leadperson or temporarily upgraded for a period of six months or more to (0765) Materials Facility Leader or (1215) Facilityperson.

**Notes:**

- (1) It is understood that the classification of Materials Facility Leader may, at Company's discretion, be used in Materials Facilities or Distribution Centers for the relief of nonbargaining unit materials supervisors or as working supervisors in these facilities (five to eight employees excluding the supervisor).
- (2) It is also understood that Company may, at its discretion, use the classification of Materials Facility Leader as an assistant to a nonbargaining unit materials supervisor on a temporary basis during the transition to centralized facilities or centers. When this is done, the classification shall be offered on the basis of Service and qualifications to employees who are in the next lower classification at the facility or center.
- (3) Should establishment of a Materials Facility Leader or Materials Facilityperson classification become necessary at a Distribution Center or Materials Facility, the classification shall be offered on the basis of Service and qualifications to employees in the next lower classification at that facility or center. If the

(Cont'd.)

**0765 MATERIALS FACILITY LEADER (Cont'n.)**

classification is not filled in the manner outlined above, the employee with the least Service in the next lower classification at that headquarters shall be assigned the Materials Facility Leader or Materials Facilityperson classification.

- (4) That all Materials Department employees assigned a shift at a Materials Facility or a Distribution Center, including the crew assigned duties at a Materials service point remote from the Materials Facility or Distribution Center, be included in determining the need for a Materials Facility Leader or a Materials Facilityperson.

**1215 MATERIALS FACILITYPERSON**

An employee who is in charge of a Materials Facility or a shift at a Distribution Center where one or two employees, including the Facilityperson, are employed; interprets and administers Materials Department procedure, and both directs and performs duties relating to the materials related office procedures, shipping, receiving, disbursing, and salvaging of materials. The Facilityperson shall be familiar with the Company's applicable rules and procedures and be able to use a typewriter with moderate skill (25 words per minute, net) or a data terminal and possess a valid Class 3 Driver's License.

If assigned to a Materials Facility where the Facilityperson is subordinate to a Materials Facility Leader or a nonbargaining unit materials supervisor, the Facilityperson may be required to perform the duties of a Material's Leadperson. (See Notes 3 and 4 under Materials Facility Leader.)

Next Lower Classifications

Same or Higher Classifications

0433 Lead Driver\*

0765 Materials Facility Leader

1085 Materials Leadperson

1215 Materials Facilityperson

- \* Must have, or before 1/15/79, been classified as a Senior Warehouseman, (1085) Materials Leadperson, or temporarily upgraded for a period of six months or more to (0765) Materials Facility Leader or (1215) Materials Facilityperson.

**1085 MATERIALS LEADPERSON**

An employee, subordinate to a Materials Facility Leader or a nonbargaining unit materials supervisor, who is in charge of one or more functions and who both directs and performs duties relating to materials related office procedures, shipping, receiving, disbursing, and salvaging of materials.

(Cont'd.)

## 1085 MATERIALS LEADPERSON (Cont'n.)

An employee who is headquartered at a *Distribution Center, Satellite Facility or a Remote Service Point (2)* which may be physically removed from the Materials Distribution Center but is accountable to and assigned duties from the Center; or

An employee who, while assigned to one facility as his/her headquarters, is assigned duties at one or more *Satellite Facilities or Remote Service Points* which may be unattended by *Materials employees*. In any of the above situations, an employee shall be able to use a typewriter or data terminal and may be required to operate materials handling equipment (other than a traveling, gantry, or mobile crane) and any Company vehicle other than a heavy truck, for which the employee has a valid license, to transport material between facilities or to a jobsite.

### Next Lower Classification

1210 Materials Handler\*

### Same or Higher Classifications

0433 Lead Driver  
0765 Materials Facility Leader  
1085 Materials Leadperson  
1215 Materials Facilityperson

\* See test requirements and training program - page 29.

### Notes:

- (1) There shall not be less than four (4) Materials Leadpersons assigned to the primary shift at a Materials Distribution Center.
- (2) Materials Leadperson assigned to a satellite location shall be considered for the purposes of Title 202 and 205 of the Physical Labor Agreement as headquartered at the remote location.

## 0433 LEAD DRIVER

An employee who operates a heavy truck to transport materials between Distribution Centers, Materials Facilities, *Satellite Facilities, Remote Service Points*, or to a job site. An employee who, while assigned to one Materials Facility or Distribution Center, *Satellite Facility or Remote Service Point* as his/her headquarters, may be assigned duties at one or more *Satellite Facilities or Remote Service Points* which may be unattended by Materials employees. May be assigned, subordinate to Materials Facility Leader or a nonbargaining unit materials supervisor, the direction and performance of duties relating to materials related office procedures<sup>(1)</sup>, shipping, receiving, disbursing, and salvaging of materials. Must possess a valid Class I Driver's License and may be required to operate materials handling equipment (other than a traveling, gantry, or mobile crane).<sup>(1)</sup>

(Cont'd.)

**0433 LEAD DRIVER (Cont'n.)**

Next Lower Classification

1210 Materials Handler\*<sup>(2)</sup>  
1085 Materials Leadperson<sup>(1)</sup>

Same or Higher Classifications

0433 Lead Driver  
0765 Materials Facility Leader<sup>(1)</sup>  
1215 Materials Facilityperson  
1594 Crane Operator\*\*

- \* See test requirements and training program - page 29.
- \*\* Limited to Crane Operator who previously held classification of Materials Handler.

Notes:

- (1) Will not be required to type or use a data terminal.
- (2) An employee prior to entering the classification of Lead Driver (0433) shall be required to satisfactorily complete Company's Driver's Training Course.

**1210 MATERIALS HANDLER**

An employee who performs *with or* without direct supervision, subordinate to the employee in charge, routine duties in a Materials Facility or Distribution Center relating to shipping, receiving, related materials office procedures, disbursing, and salvaging of materials.

An employee who, while assigned to one Materials Facility or Distribution Center as his/her headquarters, may be assigned, as an assistant to a Materials Leadperson or Lead Driver, routine duties at one or more *Materials Satellite Facilities, or Remote Service Points* which *may be unattended* by Materials employees.

In addition, operates materials handling equipment (other than a traveling, gantry, or mobile crane); and may be required to drive any Company vehicle other than a heavy truck, for which the employee has a valid license, to transport material between Materials Facilities or to a jobsite; may be assigned to assist the Crane Operator and engages in preparing a load for lifting, hooking, or unhooking a load or removing a load from the sling during crane operations.

The employee shall be able to use a typewrite with moderate skill (25 words per minute) or a data terminal and shall possess a Class 3 California Drivers License. The employee must meet requirements of Fork Lift Operation Course (see page 29) and have passed the EEI Clerical Pre-employment Test Battery. *The Materials Handler must also complete Course One of the Materials Training Course (MTC) and*

(Cont'd.)

## **1210 MATERIALS HANDLER (Cont'n.)**

*pass each module with a grade of at least 70% in order to move from 12 month step of Materials Handler to 18 month step of Materials Handler.*

Beginner's Classification.

### Notes:

- (1) A transfer application from a Materials Handler or a higher classification in the Line of Progression will be given Priority 1 status under the Job Bidding System and filled under the provisions of Subsection 205.5(b) of the Physical Agreement.

Incumbent Division Materials Department and Materials Distribution employees will be exempt from the Clerical Pre-employment Test and the Fork Lift Training requirements when submitting a Priority 1 transfer to Materials Handler.

- (2) Duties involving interoffice mail delivery shall be limited to the practice in effect on January 31, 1972, in the Materials Distribution Department.
- (3) "Employee in charge" refers to Materials Facility Leader, Materials Facilityperson, Materials Leadperson, or Lead Driver but shall not limit or restrict a nonbargaining unit supervisor's right to supervise or direct the work consistent with Titles 2 and 7 of the current Labor Agreement, including the 1966 Statement of Intent relative to bargaining unit work.

### Bidding Rights of Materials Handler to Garage Department:

The (1210) Materials Handler classification is considered for bidding purposes to Parts Clerk, Exhibit VI-D, Job Definitions and Lines of Progression, General Services Department, Division Garage Department, as a classification next lower, thereby entitling a Materials Handler to submit a prebid for consideration pursuant to Subsection 205.7(b).

### Demotion Rights into Materials Handler

*The Material Handler will only be considered a beginning classification for the purpose of Section 206.6 of the Agreement while having employees in the first eighteen months of the training program and only employees within the first eighteen months of such training program shall be subject to being displaced in accordance with the contract section.*

**0462 HEAVY TRUCK DRIVER**

An employee who drives a heavy truck transporting people, supplies, and equipment; loads and unloads the truck; performs necessary paperwork in connection therewith; assists materials employees in the performance of their work; and may be assigned to operate material handling equipment. Must possess a valid Class 1 California Drivers License.

A heavy truck is defined as:

1. a truck tractor coupled with one or more trailers or;
2. a 3-axle truck or;
3. any combination of truck and trailers exceeding 50 feet in length.

Two wheel pole or pipe dollies without any part of the weight of the dolly resting upon the towing vehicle are not considered trailers for purposes of the above.

Next Lower Classification

0416 Truck Driver - Materials

Same or Higher Classifications

0433 Lead Driver  
0434 Special Driver - GC Service Center  
0462 Heavy Truck Driver - Materials  
0463 Heavy Truck Driver - Electric  
0465 Heavy Truck Driver - Gas  
1594 Crane Operator  
1646 Miscellaneous Equipment Operator\*

\* Applicable to employees who held the classification of 0435 Special Driver - G.C. and 0461 Heavy Truck Driver - G.C. on 12/31/90.

**0416 TRUCK DRIVER**

An employee who drives a truck transporting people, supplies, and equipment, loads and unloads the truck; performs necessary paperwork in connection therewith; assists materials employees in the performance of their work and may be assigned to operate materials handling equipment. Must possess a valid Class 3 California Drivers License.

Next Lower Classification

0422 Light Truck Driver - Materials

Same or Higher Classifications

0416 Truck Driver - Materials  
0417 Truck Driver - Electric  
0418 Truck Driver - Water  
0433 Lead Driver  
0434 Special Driver - GC Service Center

(Cont'd.)

**0416 TRUCK DRIVER (Cont'n.)**

Next Lower Classifications

Same or Higher Classifications

0462 Heavy Truck Driver - Materials  
0463 Heavy Truck Driver - Electric  
0465 Heavy Truck Driver - Gas  
0525 G.C. Fieldperson\*  
1594 Crane Operator  
1646 Miscellaneous Equipment  
Operator\*\*

\* Applicable to employees who held the classification of 0415 Truck Driver - G.C. on 12/31/90.

\*\* Applicable to employees who held the classification of 0435 Special Driver - G.C. and 0461 Heavy Truck Driver - G.C. on 12/31/90.

**0422 LIGHT TRUCK DRIVER**

An employee who drives a station wagon or pickup truck transporting people, supplies and equipment; loads and unloads the truck; performs necessary paperwork in connection therewith; assists employees in the performance of their work in the department to which he/she is assigned. Must possess a valid Class 3 California Drivers License.

Next Lower Classification

Same or Higher Classifications

None

0416 Truck Driver - Materials  
0417 Truck Driver - Electric  
0418 Truck Driver - Water  
0422 Light Truck Driver - Materials  
0423 Light Truck Driver - Garage  
0424 Light Truck Driver - Electric  
0425 Light Truck Driver - Water  
0426 Light Truck Driver - Steam  
0433 Lead Driver  
0434 Special Driver - GC Service Center  
0462 Heavy Truck Driver - Materials  
0463 Heavy Truck Driver - Electric  
0465 Heavy Truck Driver - Gas  
0525 G.C. Fieldperson\*  
1594 Crane Operator  
1646 Miscellaneous Equipment  
Operator\*\*

(Cont'd.)

**0422 LIGHT TRUCK DRIVER (Cont'n.)**

\* Applicable to employees who held the classification of 0415 Truck Driver - G.C. on 12/31/90.

\*\* Applicable to employees who held the classification of 0435 Special Driver - G.C. and 0461 Heavy Truck Driver - G.C. on 12/31/90.

**1594 CRANE OPERATOR**

An employee who operates a traveling, gantry, or mobile crane for the purpose of moving materials, supplies or equipment, switching cars, and is responsible for the care of the crane equipment. May be assigned to other materials related duties when not operating the crane.

Next Lower Classifications

0462 Heavy Truck Driver -  
Materials  
0463 Heavy Truck Driver - Electric  
0465 Heavy Truck Driver - Gas  
1085 Materials Leadperson  
1210 Materials Handler

Same or Higher Classifications

0433 Lead Driver  
0765 Materials Facility Leader  
1215 Materials Facilityperson  
1594 Crane Operator  
1596 Crane Operator - GC Service Center  
1597 Crane Operator - GC Field  
1646 Miscellaneous Equipment  
Operator\*

\* Applicable to employees who held the classification of 0461 Heavy Truck Driver - G.C. on 12/31/90.

Note: For purposes of this definition, a crane is defined as a mobile, self-propelled lifting device that uses a lattice structure boom, cable, and pulley lift mechanism.

**1050 JANITOR**

An employee who is engaged in performing all types of janitorial work on the Company premises or section thereof assigned to him.

Beginner's Classification.

## MACHINE SHOP

### **0745 MACHINE SHOP LEADER**

An employee who shall have the qualifications of a Machinists and shall be a working foreperson called upon by the Leader to assist him/her by allocating and supervising work in and around the machine shop.

Next Lower Classification

Same or Higher Classification

1112 (1127) Machinist & (Un.)\*

0745 Machine Shop Leader

\* Experience in the Machine Shop required.

### **1455 METAL WORKER**

An employee who makes and repairs articles and tools; sharpens and tempers same and does other miscellaneous jobs requiring the use of hand tools, forge, anvil triphammer, and who forms, welds, and unites sheet, rolled, cast and extruded metals, including the fabrication of jobs from plans and sketches. Must have working knowledge of metallurgy and pattern drafting. The employee's background and experience must be such that these duties can be performed with skill and efficiency.

Next Lower Classifications

Same or Higher Classifications

1165 Maintenance Worker

0690 Lead Carpenter

1700 Machine Operator

0745 Machine Shop Leader

1455 Metal Worker

### **1112 MACHINIST**

An employee who is a journeyman and who is qualified to do precision work with all types of machine shop tools, both power and bench, and is engaged in the performance of such work in connection with the manufacture, maintenance, and repair of all types of machinery. This may include the complete fabrication of a job from plans or sketches, the grinding or shaping of tools, related welding and rigging, and laying out and setting up of jobs. Background of apprenticeship and experience must be such that an employee can perform these duties with skill and efficiency.

Next Lower Classification

Same or Higher Classifications

1132 Apprentice Machinist

0690 Lead Carpenter

0745 Machine Shop Leader

(Cont'd.)

## 1112 MACHINIST (Cont'n.)

### Next Lower Classification

### Same or Higher Classifications

- 1110 Machinist - GC Service Center
- 1111 (1126) Machinist & (Un.) - Steam
- 1112 (1127) Machinist & Un.
- 1113 (1128) Machinist & Un. - DCPD
- 1146 (1129) Traveling Machinist & (Un.) - DCPD
- 1147 (1124) Traveling Machinist & (Un.) - *Steam*
- 1180 Plant Maintenance Worker

## 1132 APPRENTICE MACHINIST

An employee who is engaged in performing Machinist's work as an assistant to or under the general direction of a journeyman for training purposes. In order to gain experience for advancement to Machinist, may be required to work alone or under indirect supervision on jobs for which an employee has been trained and instructed. The employee's educational and general qualifications must be such that he/she is considered capable of attaining journeyman status.

### Next Lower Classifications

### Same or Higher Classifications

- |   |  |
|---|--|
| 0400 Crater                                 | 0160 Carpenter   |
| 0920 Utility Worker - Machine Shop          | 0690 Lead Carpenter  |
| 0923 Utility Worker - Electric Shop         | 1131 Appr. Machinist - Steam                                 |
| 1165 Maintenance Worker*                    | 1132 Apprentice Machinist                                    |
| 1700 Machine Operator*                      | 1151 Certified Welder/Maintenanceman<br>Arc - Gas Steam Heat |
| 2135 Transformer Repairperson -<br>Material | 1455 Metal Worker  |
|   | 1460 Sheet Metal Worker (Inc. only)                          |
|   | 2626 (2623) Certified Welder & (Un.)                         |
|   | 2631 (2632) Certified Welder & (Un.) -<br>DCPD               |
|   | 2634 (2635) Traveling Certified Welder<br>& (Un.) - DCPD     |
|   | 2637 (2636) Traveling Certified Welder<br>& (Un.) - DCPD     |

\* An employee in any one of these classifications will be given six months' classification seniority as an Apprentice Machinist if he/she is the successful bidder on such job and has spent at least one year in one or more of the classifications.

## **1165 MAINTENANCE WORKER**

An employee who repairs and maintains building and equipment pertaining to the operation thereof; also greases and oils shop machinery and equipment.

### **Next Lower Classification**

1700 Machine Operator

### **Same or Higher Classifications**

0160 Carpenter  
0690 Lead Carpenter  
0745 Machine Shop Leader  
1110 Machinist - GC Service Center  
1111 (1126) Machinist & (Un.) - Steam  
1112 (1127) Machinist & Un.  
1113 (1128) Machinist & Un. - DCP  
1131 Appr. Machinist - Steam  
1132 Apprentice Machinist  
1146 (1129) Traveling Machinist & (Un.) - DCP  
1147 (1124) Traveling Machinist & (Un.) - *Steam*  
1151 Certified Welder/Maintenanceman Arc - *Gas Steam Heat*  
1165 Maintenance Worker  
1180 Plant Maintenance Worker  
1455 Metal Worker  
1460 Sheet Metal Worker (Inc. only)  
2626 (2623) Certified Welder & (Un.)  
2631 (2632) Certified Welder & (Un.) - DCP  
2634 (2635) Traveling Certified Welder & (Un.) - DCP  
2637 (2636) Traveling Certified Welder & (Un.) - *DCPP*

## **1700 MACHINE OPERATOR**

An employee who does work requiring skill and accuracy in the use of certain power tools, machines, or equipment such as the drill press, punch press, or some of the more common power-operated machine shop tools or similar work but not requiring the precision and skill of a journeyman. Lays out and sets up work in connection with the routine operation of his/her machine. May be called upon to assist a machinist or other employees.

(Cont'd.)

## 1700 MACHINE OPERATOR (Cont'n.)

### Next Lower Classifications

0920 Utility Worker - Machine Shop  
0923 Utility Worker - Electric Shop

### Same or Higher Classifications

0160 Carpenter  
0690 Lead Carpenter  
0745 Machine Shop Leader  
1110 Machinist - GC Service Center  
1111 (1126) Machinist & (Un.) - Steam  
1112 (1127) Machinist & Un.  
1113 (1128) Machinist & Un. - DCP  
1131 Appr. Machinist - Steam  
1132 Apprentice Machinist  
1146 (1129) Traveling Machinist & (Un.) - DCP  
1147 (1124) Traveling Machinist & (Un.) - *Steam*  
1151 Certified Welder/Maintenanceman Arc - *Gas Steam Heat*  
1165 Maintenance Worker  
1180 Plant Maintenance Worker  
1455 Metal Worker  
1460 Sheet Metal Worker (Inc. only)  
1700 Machine Operator  
2624 Routine Welder  
2626 (2623) Certified Welder & (Un.)  
2631 (2632) Certified Welder & (Un.) - DCP  
2634 (2635) Traveling Certified Welder & (Un.) - DCP  
2637 (2636) Traveling Certified Welder & (Un.) - *DCPP*

## 2626 CERTIFIED WELDER

An employee who does both electric and acetylene welding to build, reinforce, or repair Company material or equipment. May lay out metal in accordance with plans or sketches before welding. Background of experience must be such as to qualify an employee for certification by the State if requested to perform a class of work requiring certification. *For the Emeryville Central Repair Facility - duties will also include forming, welding and uniting of sheet, rolled, cast and extruded metals including the fabrication of jobs from plans and sketches. Must have working knowledge of metallurgy and pattern drafting. Background and experience must be such that an employee can perform these duties with skill and efficiency.*

(Cont'd.)

## 2626 CERTIFIED WELDER (Cont'n.)

### Notes:

*Training will be provided by the Company to ensure that Certified Welders are qualified to perform metal working duties. In addition, training opportunities will be made available to employees in lower classifications within the line of progression, to ensure that the Facility has qualified employees capable of performing metal working duties.*

<u>Next Lower Classification</u>	<u>Same or Higher Classifications</u>
2135 Transformer Repairperson - Material	0690 Lead Carpenter
2140 Transformer Repairperson - Elect. Mtce.	0710 Electric Shop Subforeman
2624 Routine Welder	0745 Machine Shop Leader
	0749 Electric Maintenance Subforeman - Steam
	0750 Elec. Maintenance Crew Foreman
	1151 Certified Welder/Maintenanceman Arc - Gas Steam Heat
	1460 Sheet Metal Worker (Inc. Only)
	2617 Welder - GC
	2622 AWS Certified Welder - GC
	2626 (2623) Certified Welder & (Un.)
	2631 (2632) Certified Welder & (Un.) - DCPP
	2634 (2635) Traveling Certified Welder & (Un.) - DCPP
	2637 (2636) Traveling Certified Welder & (Un.) - DCPP

## 2624 ROUTINE WELDER

An employee who does work requiring moderate skill and accuracy in the use of welding equipment. May be called on to assist a Certified Welder or other employee.

<u>Next Lower Classifications</u>	<u>Same or Higher Classifications</u>
0920 Utility Worker - Machine Shop	0160 Carpenter
0923 Utility Worker - Electric Shop	0690 Lead Carpenter
2135 Transformer Repairperson - Material	0745 Machine Shop Leader
2140 Transformer Repairperson - Elect Mtce.	1111 (1126) Machinist & (Un.) - Steam
	1112 (1127) Machinist & Un.
	1113 (1128) Machinist & Un. - DCPP
	1131 Appr. Machinist - Steam
	1132 Apprentice Machinist

(Cont'd.)

**2624 ROUTINE WELDER (Cont'n.)**

Next Lower Classification

Same or Higher Classifications

- 1146 (1129) Traveling Machinist & (Un.) - DCPD
- 1147 (1124) Traveling Machinist & (Un.) - *Steam*
- 1151 Certified Welder/Maintenanceman Arc - *Gas Steam Heat*
- 1180 Plant Maintenance Worker
- 1455 Metal Worker
- 1460 Sheet Metal Worker (Inc. only)
- 2617 Welder - GC
- 2622 AWS Certified Welder - GC Service Center
- 2624 Routine Welder
- 2625 Arc Welder - GC
- 2626 (2623) Certified Welder & (Un.)
- 2631 (2632) Certified Welder & (Un.) - DCPD
- 2634 (2635) Traveling Certified Welder & (Un.) - DCPD
- 2637 (2636) Traveling Certified Welder & (Un.) - *DCPD*

**0690 LEAD CARPENTER**

An employee who shall have the qualifications of a Carpenter and shall be a working foreman called upon by the Foreman to assist an employee by allocating and supervising work in and around the carpenter shop.

Next Lower Classification

Same or Higher Classifications

0160 Carpenter

- 0690 Lead Carpenter
- 0745 Machine Shop Leader
- 0854 Working Foreman C (Carpenter G.C.)

**0160 CARPENTER**

An employee who performs all classes of carpenter work, including cabinet making, journey, and other work requiring a high degree of precision, employing hand and machine wood working tools. May be required to do other work such as the repair and maintenance of buildings and fixtures.

(Cont'd.)

**0160 CARPENTER (Cont'n.)**

Next Lower Classification

0400 Crater

Same or Higher Classifications

0160 Carpenter  
0163 Carpenter A - GC  
0690 Lead Carpenter  
0745 Machine Shop Leader  
0854 Working Foreman C (Carpenter G.C.)  
1111 (1126) Machinist & (Un.) - Steam  
1112 (1127) Machinist & Un.  
1113 (1128) Machinist & Un. - DCP  
1146 (1129) Traveling Machinist & (Un.) - DCP  
1147 (1124) Traveling Machinist & (Un.) - *Steam*  
1151 Certified Welder/Maintenanceman Arc - *Gas Steam Heat*  
1180 Plant Maintenance Worker  
1455 Metal Worker  
1460 Sheet Metal Worker (inc. only)  
2626 (2623) Certified Welder & (Un.)  
2631 (2632) Certified Welder & (Un.) - DCP  
2634 (2635) Traveling Certified Welder & (Un.) - DCP  
2637 (2636) Traveling Certified Welder & (Un.) - *DCP*

**0400 CRATER**

An employee, qualified to do rough carpenter work, who crates materials, supplies, or equipment, in such manner as to comply with shipping regulations; may perform other rough carpenter work or packing. Must be able to do millwork necessary to the crating operation.

Next Lower Classifications

0920 Utility Worker - Machine Shop  
0923 Utility Worker - Electric Shop

Same or Higher Classifications

0160 Carpenter  
0400 Crater  
0690 Lead Carpenter  
0745 Machine Shop Leader  
1111 (1126) Machinist & (Un.) - Steam  
1112 (1127) Machinist & Un.  
1113 (1128) Machinist & Un. - DCP  
1131 Appr. Machinist - Steam

(Cont'd.)

**0400 CRATER (Cont'n.)**

**Next Lower Classification**

**Same or Higher Classifications**

- 1132 Apprentice Machinist
- 1146 (1129) Traveling Machinist & (Un.) - DCP
- 1147 (1124) Traveling Machinist & (Un.) - *Steam*
- 1151 Certified Welder/Maintenanceman Arc - *Gas Steam Heat*
- 1165 Maintenance Worker
- 1180 Plant Maintenance Worker
- 1455 Metal Worker
- 1460 Sheet Metal Worker (Inc. only)
- 2135 Transformer Repairperson - Material
- 2140 Transformer Repairperson - Elec. Mtce.
- 2624 Routine Welder
- 2626 (2623) Certified Welder & (Un.)
- 2631 (2632) Certified Welder & (Un.) - DCP
- 2634 (2635) Traveling Certified Welder & (Un.) - DCP
- 2637 (2636) Traveling Certified Welder & (Un.) - DCP

**1180 PLANT MAINTENANCE WORKER**

A qualified employee who performs all types of repair and preventive maintenance work on all yard and shop machinery and building operated by the Materials Distribution Department. Inspects facilities to determine work necessary. Must be proficient in the use of bench, hand, power and air tools, and welding equipment necessary for such work. Shall also perform minor electrical repair work.

**Next Lower Classification**

**Same or Higher Classifications**

- 1132 Apprentice Machinist
- 0690 Lead Carpenter
- 0745 Machine Shop Leader
- 1111 (1126) Machinist & (Un.) - *Steam*
- 1112 (1127) Machinist & Un.
- 1113 (1128) Machinist & Un. - DCP
- 1146 (1129) Traveling Machinist & (Un.) - DCP
- 1147 (1124) Traveling Machinist & (Un.) - *Steam*
- 1180 Plant Maintenance Worker

**0920 UTILITY WORKER**

An employee whose principal duties consists of routine semi-skilled work such as assisting the employee in charge. May be required to prepare and handle tools and material under the supervision of a journeyman or perform other semi-skilled duties as directed.

**Beginner's Classification.**

## **ELECTRIC AND UTILITY**

### **0750 ELECTRIC MAINTENANCE CREW LEADER**

An employee who shall have the qualifications of an electrician and be a working foreman; may be in charge of a small crew engaged in station constructions and maintenance work.

#### Next Lower Classifications

0469 (0486) Electrician & (Un.)\*  
1151 Certified Welder/  
Maintenanceman Arc -  
*Gas Steam Heat*  
2626 (2623) Certified Welder &  
(Un.)\*

#### Same or Higher Classifications

0650 Subforeman A - GC Station  
0653 Subforeman B - GC Station  
*0710 Electric Shop Leader*  
0750 Elec. Maintenance Crew Leader -  
Material  
0850 Working Foreman A - GC Station  
0853 Working Foreman B - GC Station

\* Experience in hydroelectric maintenance required.

### **0710 ELECTRIC SHOP LEADER**

An employee who is a working foreman and who performs and directs the work in the bushing repair shop of the electric and utility section of the Central Store Shops. In addition, may be required to assist on bushing repair work at other locations on Company's system and to give advice and direction concerning such work. Shall have the personal qualifications of leadership and supervisor ability, the craft qualifications of an electrician and a background of experience in bushing repair work. Shall be familiar with Company's construction and safety standards, accounting procedures and other applicable rules and procedures.

#### Next Lower Classification

0469 (0486) Electrician & (Un.) -  
Materials & Other\*

#### Same or Higher Classifications

0650 Subforeman A - GC Station  
0653 Subforeman B - GC Station  
0710 Electric Shop Leader  
0749 Electric Maint. Subforeman  
0750 Elec. Maintenance Crew Leader -  
Material  
0850 Working Foreman A - GC Station  
0853 Working Foreman B - GC Station

\* Experience in electric shop required.

## **0469 ELECTRICIAN**

An employee who is a journeyman and who is engaged in performing all classes of electrical work. This may include the complete formation and assembly of a job from plans, sketches, or instruction, the drawing of plans for the completion of the supplementary work and for the reassembly of the specific job by other employees. Background of apprenticeship and experience must be such that an employee can perform these duties with skill and efficiency.

### Next Lower Classification

0483 Apprentice Electrician

### Same or Higher Classifications

0466 Electrician - GC Service Center  
0467 (0484) Electrician & (Un.) -  
Elec. Maintenance  
0468 (0485) Electrician & (Un.) -  
Steam Gen.  
0469 (0486) Electrician & (Un.) -  
Materials & Other  
0472 (0489) Electrician & (Un.) - DCP  
0474 Electrician - GC  
0477 (0476) Trv. Electrician & (Un.)  
0479 (0491) Traveling Electrician &  
(Un.) - DCP  
0650 Subforeman A - GC Station  
0653 Subforeman B - GC Station  
0710 Electric Shop Leader  
0749 Electric Maintenance Subforeman  
0850 Working Foreman A - GC Station  
0853 Working Foreman B - GC Station

## **0483 APPRENTICE ELECTRICIAN**

An employee who is engaged in performing Electrician's work as an assistant to or under the general direction of a journeyman for training purposes. In order to gain experience for advancement to Electrician, may be required to work alone or under indirect supervision on jobs for which an employee has been trained and instructed. The employee's educational and general qualifications must be such that he/she is considered capable of attaining journeyman status.

### Next Lower Classifications

0400 Crater  
0530 Filterperson  
0920 Utility Worker - Machine Shop  
0923 Utility Worker - Electric Shop  
1934 Painter  
2135 Transformer Repairperson -  
Material

### Same or Higher Classifications

0481 Appr. Electrician - Elec. Maintenance  
0482 Appr. Electrician - Steam Gen.  
0483 Appr. Electrician - Materials & Other  
0488 Appr. Electrician - GC

## **2135 TRANSFORMER REPAIRPERSON**

An employee in the shop who repairs, services, and maintains transformers. May also be required to overhaul and repair various other types of electrical equipment and tools for which he is qualified to perform.

### Next Lower Classifications

0920 Utility Worker (Machine Shop)  
0923 Utility Worker (Electric Shop)  
0922 Utility Worker - Helms  
0925 Utility Worker - Electric Mtce.

### Same or Higher Classifications

0160 Carpenter  
0400 Crater  
0469 (0486) Electrician & (Un.)  
0477 Trv. Electrician - Steam  
0481 Appr. Electrician - Electric Mtce.  
0482 Appr. Electrician - Steam & DCP  
0483 Appr. Electrician  
0530 Filterperson  
0690 Lead Carpenter  
0710 Electric Shop Leader  
0745 Machine Shop Leader  
0750 Electrical Maintenance Crew  
Leader - Material  
1111 (1126) Machinist & (Un.) - Steam  
1112 (1127) Machinist & (Un.)  
1113 (1128) Machinist & (Un.) - DCP  
1131 Appr. Machinist - Steam & DCP  
1132 Apprentice Machinist  
1146 (1129) Trv. Machinist & (Un.) -  
DCP  
1147 (1124) Trv. Machinist & (Un.) -  
*Steam*  
1165 Maintenance Worker  
1180 Plant Maintenance Worker  
1460 Sheet Metal Worker (PIO)  
1934 Painter  
2135 Transformer Repairperson - Material  
2140 Transformer Repairperson -  
Elec. Mtce.  
2624 Routine Welder  
2626 (2623) Certified Welder & (Un.)  
2631 (2632) Cert. Welder & (Un.) -  
DCP  
2634 (2635) Trv. Certified Welder &  
(Un.) - DCP  
2637 (2636) Trv. Certified Welder &  
(Un.) - DCP

## **2626 CERTIFIED WELDER**

An employee who does both electric and acetylene welding to build, reinforce or repair Company material or equipment. May lay out metal in accordance with plans or sketches before welding. Background of experience must be such as to qualify an employee for certification by State if requested to perform a class of work requiring a certification.

### Next Lower Classification

2624 Routine Welder

### Same or Higher Classifications

0690 Lead Carpenter  
0710 Electric Shop Leader  
0745 Machine Shop Leader  
0749 Electrical Maintenance  
Subforeman  
0750 Electrical Maintenance Crew  
Leader - Material  
1151 Certified Welder/Maintenanceman  
Arc - Gas Steam Heat  
2617 Welder - GC  
2622 AWS Certified Welder - GC  
2626 (2623) Cert. Welder & (Un.)  
2631 (2632) Cert. Welder & (Un.) -  
DCPP  
2634 (2635) Traveling Certified Welder  
& (Un.) - DCP  
2637 (2636) Traveling Certified Welder  
& (Un.) - Steam

## **0530 FILTERPERSON**

An employee who maintains and operates filtering and storage tank equipment for transformer and switch oils, prepares samples for testing, maintains records of all oil handled, prepares charges and credits and performs other related duties as directed.

### Next Lower Classifications

0920 Utility Worker - Machine Shop  
0923 Utility Worker - Electric Shop  
2135 Transformer Repairperson -  
Material

### Same or Higher Classifications

0469 (0486) Electrician & (Un.)  
0477 Traveling Electrician  
0483 Apprentice Electrician  
0530 Filterperson  
0710 Electric Shop Leader  
0750 Elec. Maint. Crew Leader - Material  
1934 Painter  
2626 (2623) Certified Welder & (Un.)  
2637 (2636) Traveling Certified Welder  
& (Un.) - Steam

## **1934 PAINTER**

An employee who is regularly engaged in painting such equipment as transformer tanks, regulators, etc.

### Next Lower Classifications

0920 Utility Worker - Machine Shop  
0923 Utility Worker - Electric Shop  
2135 *Transformer Repairperson*  
- *Material*

### Same or Higher Classifications

0469 (0486) Electrician & (Un.)  
0477 Traveling Electrician  
0483 Apprentice Electrician  
0530 *Filterperson*  
0710 Electric Shop Leader  
0750 Elec. Maintenance Crew Leader -  
Material  
1151 Certified Welder/Maintenanceman  
Arc - Gas Steam Heat  
1934 Painter  
2626 (2623) Certified Welder & (Un.)  
2637 (2636) Traveling Certified Welder  
& (Un.)

## **0923 UTILITY WORKER**

An employee whose principle duties consists of routine semi-skilled work such as assisting the employee in charge. May be required to prepare, lay out and handle tools and material under the supervision of a journeyman and perform other semi-skilled duties as directed.

Beginner's Classification.

## DECOTO PIPE YARD AND PLANT

### **1594 CRANE OPERATOR**

An employee who operates a mobile crane for the purpose of moving pipe, materials, supplies, equipment, etc.; shall perform minor repairs and maintenance work on such crane.

#### Next Lower Classification

0914 Pipe Handler

#### Same or Higher Classifications

1594 Crane Operator

1596 Crane Operator - GC Service Center

1597 Crane Operator - GC Field

Note: For purposes of this definition, a crane is defined as a mobile, self-propelled lifting device that uses a lattice structured boom, cable and pulley lift mechanism.

### **1910 PIPE MACHINE OPERATOR**

An employee who operates and maintains a pipe cleaning and priming machine or a pipe wrapping machine in the complete operation of cleaning and priming pipe or soil proofing pipe and directs other employees as necessary in the complete operation. When not engaged in pipe wrapping or priming and cleaning operation may perform other duties in the pipe yard and plant such as checking, loading, or other duties as may be assigned.

#### Next Lower Classifications

0914 Pipe Handler

1960 Pipeperson

#### Same or Higher Classifications

1910 Pipe Machine Operator

### **0914 PIPE HANDLER**

An employee who operates a fork lift for the purpose of moving or transporting pipe, material, supplies, or equipment and performs minor repairs and maintenance work on such fork lift. Is responsible for the operation of tar pots and performs such duties as lighting the burners, maintaining proper heat, charging the pots with tar, keeping the tar at the proper level to feed the pipe wrapping machines and keeping his/her work area clean. During the night work period, shall also do such routine maintenance work as changing screens, cleaning and making adjustments as instructed by Plant Maintenance Worker or day crew. Without direct supervision, subordinate to the employee in charge, assists in tallying, receiving and shipping pipe, including records and related paper work with this operation.

(Cont'd.)

**0914 PIPE HANDLER (Cont'n.)**

Next Lower Classification

1960 Pipeperson

Same or Higher Classifications

0914 Pipe Handler  
1910 Pipe Machine Operator

**1960 PIPEPERSON**

An employee whose principle duties consists of routine work in a pipe priming or wrapping crew; shall perform semi-skilled or unskilled work as directed.

Beginner's Classification.

**1050 JANITOR**

An employee performing all types of janitorial work in the pipe yard and plant.

Beginner's Classification.

# **OUTLINE OF PROPOSED PROCEDURES TO ADMINISTER THE MATERIALS TRAINING COURSE**

## **INTRODUCTION**

*The objective of the Materials Training (MTC) is to broaden employee understanding of materials operations and to set standards for achievement and excellence that will develop successful, proficient Materials personnel. This training course provides a general introduction to materials management concepts and a familiarization with how the Materials Operations interacts with the rest of the company.*

## **HISTORY**

*During the 1974 PG&E/IBEW general negotiations, commitments were made regarding a formal training course in the Materials Department. The Materials Training Course is only one segment of the department's training program. Other components are the Forklift Truck Operator Course, the Truck Driving Course, and rotational training assignments.*

## **COURSE DESCRIPTION**

*The Materials Training Course is a self-study, self-paced program which incorporates formalized training modules.*

*Upon entry into Materials Operations the employee may begin the Orientation Module of Course 1.*

*The Warehouse Operations Director, or other designated individual, is primarily responsible for the implementation of the MTC. He/she must ensure that qualified trainers are chosen, coordinate course administration and ensures the course is completed within the required time frame.*

*All Materials Handlers hired or transferred in after the effective date of December 1, 1996, and who are not eligible to prebid, must successfully complete the Materials Training Course. Materials Handlers hired before January 15, 1979, are exempt from taking the MTC as a condition of promotion or continued employment. However, they are strongly encouraged to take the MTC for their own betterment.*

*The MTC includes three courses that are aimed at providing a foundation upon which the employee can develop his or her knowledge of Materials Operation functions and policies.*

*→ Course 1 has 7 modules. These modules consists of the following:*

- Orientation*
- Office Procedures*
- Environment*
- Beginning Receiving*
- Beginning Disbursing*

- *Beginning Investment Recovery*
  - *Employee Success Factors (i.e., Communication, Business Understanding, etc.)*
- [Note: These courses are taught at San Ramon Learning Center]**

*Course 1 must be completed to move from a Materials Handler to an 18-month step of Materials Handler.*

→ *Course 2 has 7 modules which consist of the following:*

- *Advance Investment Recovery*
- *Advance Disbursing*
- *Advance Receiving*
- *Advance Office Procedures*
- *Advance Orientation - This would consist of 3 classes taught in San Ramon:*
  - (1) *Characteristics of the Successful Employee;*
  - (2) *Leadership Fundamentals; and,*
  - (3) *Team Building*
- *Responsibilities of a Facility Leadperson*
- *Responsibilities of a Remote Leadperson*

*Course 2 must be completed to be a successful qualified bidder to move from an 18-month step of Materials Handler to a Leadperson.*

→ *Course 3 has 5 modules which consist of the following:*

- *Orientation*
  - *Responsibility of the Class A Driver;*
  - *Driver's logs;*
  - *Pre-trip;*
  - *Radio Operation; and,*
  - *Paperwork process for deliveries*
- *Environmental*
- *Loading and Securing*
- *Technology*
- *Job Site Delivery*

*Course 3 must be completed to be a successful bidder to move from an 18-month step of Materials Handler or Leadperson to a Lead Driver.*

*The following items are required prior to taking Course 3:*

- *A valid physical*
- *A valid drivers permit*
- *A valid prebid*
- *A demonstrated need for relief drivers at the employees home facility*

*A trainer from Warehouse Operations will train the perspective trainee on the required 40 hours road time prior to formalized training needed to obtain a Class A license.*

*Leadman drivers are required to pass the typist test and the MTC in order to be eligible for the*

*line of progression for Materials Facility Person and/or Materials Facility Leader.*

*These courses will be given to all employees in the Materials Distribution line of progression.*

*An employee's wage progression as a Materials Handler will not be held up for the first 18 months in relation to an employee's progress in the training program. However, if an employee is required to pass the MTC, that person must satisfactorily complete it before he/she can progress beyond the 18-month wage progression of the Materials Handler.*

*The MTC will be a time managed progression. The Training Coordinator of Warehouse Operations will consistently monitor the progress of this program.*

*A grade of 70 percent or higher for each of the test in Courses 1, 2, and 3 is considered a passing grade. An employee who has failed on his first attempt to pass a test will be eligible to retest for that same module as described in the next section.*

### **COURSE ADMINISTRATION**

*Administration of the Materials Training Course is the responsibility of the Materials Supervisor and/or designated trainer, in conjunction with the Warehouse Operations section of the Materials and Fleet Department. The Materials Supervisor must enroll an employee in the Materials Training Course by contacting the training coordinator in Warehouse Operations for a Materials Training Manual, from which the trainee will study. When the trainee feels confident and ready to take a test, the Supervisor or Human Resources Advisor should call the Training Coordinator in Warehouse Operations to request a test for the module learned. After the test is taken, it should be forwarded to Warehouse Operations for grading. If there is a passing score on the test, it will remain with Warehouse Operations for grading. If there is a passing score on the test, it will remain with Warehouse Operations until all modules are successfully completed for the designated course. If the test is failed, it is returned to the Materials Supervisor to review with the trainee, and a retest will be provided no sooner than 30 days.*

*When all modules in each course has been passed, Warehouse Operations will then send all of the tests and test scores to the appropriate Human Resources Advisor to enter on a record sheet, which should be kept in the employee's 701 file. The trainee's record sheet is used to document that person's training information, such as the employee's identification, date each test taken, including any retests, and the respective test scores.*

*The employee will be provided study time during regular work hours over a period from the date of enrollment in the course. (Minute time required to be determined.)*

*All tests given in this course will be "closed book". Test periods will not exceed (time to be determined once modules are completed.) If a trainee fails on his first attempt to pass a test, two retests are allowed with a passing grade of at least 70 percent. Scheduling for retests are as follows:*

- First Retest: 30 days following the date of the initial test.*
- Second Retest: 30 days following the date of the first retest.*

*Trainee will be given their test results promptly and a critique of the employee's test performance will take place as necessary. An employee required to pass the modules, but failing to do so, is precluded from progressing beyond the classification of Materials Handler.*

*Comments or suggestions for improving the course or its administration are encouraged so that it can be modified as necessary to be of the most benefit to the trainee and the department.*

### **Trainer's Qualifications**

*The group of trainers shall be selected by the Director of Warehouse Operations. The selected trainers shall possess the following traits:*

- 1. Enthusiasm for and good knowledge of the concepts and objectives of the training course.*
- 2. The ability to provide instruction and guidance in any lesson area of the course.*
- 3. Significant experience in Warehouse Operations functions and responsibilities.*
- 4. The ability to motivate subordinate employees.*

### **Trainer's Duties**

- 1. Be familiar with the contents, concepts, and objectives of the respective modules.*
- 2. Maintain the course control documents (course records) and make reports as required from these records.*
- 3. Arrange for additional training sessions, if required.*
- 4. Be the liaison between the trainee and the local supervisor.*
- 5. Arrange for all written tests with the training coordinator and maintain proper control and security over them.*

## **GRIEVANCE PROCEDURE**

*Should a grievance arise concerning the administration of any portion of this agreement, it shall be determined by the procedure established under the provision of Title 102 of the Agreement. However, if the grievance pertains to:*

- (a) the fairness of administration of correction of a test required in the program, or*
- (b) the attainment of a standard or proficiency which does not require a test as such the Local Investigating Committee, prior to its decision and as part of its deliberations, may refer such grievance to the Junior Apprenticeship Training Committee for its recommendation.*

**PROCEDURES  
MATERIALS TRAINING PROGRAM  
AND TEST REQUIREMENTS**

**I. FORK LIFT OPERATION COURSE**

1. Each Materials Handler shall be required to successfully demonstrate his/her ability to operate a fork lift by successfully participating in and successfully completing a fork lift training program.
2. All incumbent Materials Department employees who are required to operate a fork lift must also participate in this training program.

**II. TRUCK DRIVING COURSE**

1. An employee prior to entering the 0433 Lead Driver Classification shall be required to satisfactorily complete a driver's training course. The training effort shall be conducted by an outside Truck Driving School selected by the Company for this training effort.
2. Reports relative to an employee's participation in the School, including all recommendations, shall be final. However, each party shall retain the right to review these records. Company's application of the final recommendation shall be subject to the grievance procedure outlined herein.
3. All employees who were reclassified to the 0433 Lead Driver classification, on December 1, 1993, shall be required to satisfactorily complete the Driver's Training Course. Failure to satisfactorily complete the course shall result in the employees' removal from the employees' present classification. Such employees shall be placed into positions in accordance with Section 206.15 of the Physical Agreement.
4. An employee who fails the Truck Driving School shall have one chance to reenter the School within one year of the initial failure based upon agreement between the Company and Union.

**III. TYPING TEST**

1. The test will be administered by the employee's Human Resources Department in the following manner:
  - a. The employee shall be given written instructions on how the test will be administered, including a warm-up period.
  - b. The test shall be taken in a testing area, and if possible, the employee give the choice of personal computer or electric typewriter.

- c. The employee's Human Resources Department shall establish the examination date once having received written notice from the employee.
- d. An employee who has failed on employee's first attempt to receive the minimum passing score will be eligible to be retested on such test in the following manner:
  - 2<sup>nd</sup> Testing - 30 days, or thereafter, following the date of the first testing;
  - 3<sup>rd</sup> Testing - 60 days, or thereafter, following the date of the second testing.
- e. An employee who fails will be advised when eligible for a retest. In addition to the testing schedule provided above, if an employee who has failed the test can provide evidence of successful completion of a typing course, the employee may be retested not less than six months from the date last retested.
- f. When Company determines that the typing requirement in various Materials classifications can be waived due to operating flexibility or other valid reasons, agreement to waive such requirement may be sought under Sections 205.19 and 206.12 of the Physical Labor Agreement.

#### IV. DISPUTE PROCEDURE

- 1. Should a grievance arise concerning the administration of any portion of this agreement, it shall be determined by the procedure established under the provisions of Section 102.8 of the Agreement; however,
- 2. If the grievance pertains to:
  - a. the fairness of administration or correction of a test required in the program, or
  - b. the attainment of a standard or proficiency which does not require a test as such, or
  - c. an evaluation by the outside Truck Driving School,

the Local Investigating Committee, prior to its decision and as part of its deliberations, may refer such grievance to the Joint Apprenticeship Training Committee for its recommendations.

## GENERAL INFORMATION

### I. TEMPORARY UPGRADES

Subsection 205.3(a) of the Physical Labor Agreement states that employees at a headquarters in which a vacancy occurs shall be assigned to the temporary vacancy, if practicable. In applying this intent to situations where shift operations have been established, such as at a consolidated Materials Distribution Center, it is proper, for periods of short duration (less than five workdays), to upgrade the senior qualified employee on the shift in which the temporary vacancy occurs rather than upgrade the senior prebidder at the headquarters regardless of shift.

The senior prebidder in the headquarters should only be upgraded when the temporary vacancy is of a duration of one week (five workdays) or more or when upgrading an employee on the shift for a short duration assignment would result in additional transfers or upgrades from other shifts, making it impossible to avoid shift changes.

### II. HOURS OF WORK

The workday of Materials Distribution employees who report for their day's work after 3 p.m. and finish their day's work at or before 8 a.m. shall consist of eight consecutive hours.

### III. DEFINITIONS

#### **Materials Distribution Center**

A large Materials facility which serves one entire Division or multiple Divisions. *Below is a company-wide listing of Materials Distribution Center:*

*Rohnert Park  
Marysville  
Fresno  
Pismo Beach  
Fremont*

- Note:
- (1) A Division may have Materials Facilities at Power Plants, Hydro Plants, Compressor Plants, or other specialty facilities and still have its main materials distribution point qualify as a Materials Distribution Center.
  - (2) Materials Facilities 470 - Eureka and 16 Central Gas Meter Shop are excluded from the above definition.

### Materials Facility

*A stand alone staffed location or headquarters from which material is disbursed to satisfy normal demands. Supervision is provided by an Area Materials Supervisor, or a Materials Facility person or Materials Facility Leader (used to be Materials Subforeman). Below is a listing of location types with Materials Facilities:*

*Power Plants  
Hydro Sites  
Compressor Stations  
Repair Facilities*

### Satellite Facility

*A staffed location with more than one Leadperson or Lead Driver. Maintains significant inventory, used as an emergency response site, and acts as a transfer station to distribute routine material prepared by a Materials Distribution Center. Supervision is provided by the Area Materials Remote Supervisor. Satellite Facilities report to the closest Materials Distribution Center of the ones listed. Satellite Facilities do not perform all routine material functions normally performed at Materials Distribution Center or Materials Facility. Below is a company-wide listing of Satellite Facilities:*

*Bakersfield  
Salinas  
Stockton  
Daly City  
Eureka  
Redding*

### Remote Service Point

*A staffed or unstaffed location where some materials services are performed. Remote Service Points report to the closest Materials Distribution Center of the ones listed. Any location not listed under Materials Distribution Center, Materials Facility or Satellite Facility is a Remote Service Point.*

## **IV. FUNCTIONS OF WORK**

1. Materials related office procedure (includes operation of a data terminal).
2. Shipping
3. Receiving
4. Disbursing
5. Salvage

## **V. ROTATIONAL TRAINING**

It is Company's policy to provide for rotational training for employees in the Materials Department. Such rotation shall be for training and will offer employees exposure to all functions performed by the employees' particular classification. Such rotational training assignments shall be made within the classification when necessary and when adequate arrangements can be made to take care of the employee's duties without undue interference with the normal routine of work. Length of service shall be a consideration for rotational training assignments.

- COPY -

LA 91-76-PGE

May 28, 1991

Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P.O. Box 4790  
Walnut Creek, CA 94596

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

Company proposes pursuant to Section 109.2 of the Agreement to revise the Materialsman Training Program. The revised training program material was provided to Mr. Ron Fitzsimmons of your staff on February 4, 1991.

If you are in accord with the foregoing 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 AND ELECTRIC COMPANY

By /s/ Ronald L. Bailey  
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

July 1, 1991 By /s/ Jack McNally  
Business Manager

## MATERIALS DISTRIBUTION TOOL LIST

### WELDERS

1. Outside Calipers, 4" & 12"
2. Dividers, 0" - 12" radius
3. Square, Combination 12"
4. Square, 24"
5. Brass Rule, 12" (Inside, Outside)
6. Trammels, 12" to 36"
7. Center Punches, Fine Point & Heavy
8. Klein Cutters, or Equivalent
9. Hammer, Small Ball Peen
10. Hammer, Medium Size Ball Peen
11. Hammer, Small Cross Peen
12. Hammer, Medium Size Cross Peen
13. Scribes

### MACHINE OPERATOR

1. Tool Box
2. Ball Peen Hammer
3. Screwdrivers, 10" & 6" - 1 ea.
4. Crescent Wrench, 10" & 6" - 1 ea., or Equivalent
5. Center Punch
6. Dividers, 6" & 12" - 1 ea.
7. 6" Steel Rule
8. Steel Tape
9. Combination Square
10. Pliers, Gas
11. Pliers, Klein, 8" or Equivalent

### MAINTENANCE WORKER

1. Tool Box
2. Ball Peen Hammer
3. Screwdrivers, 10", 6", 2" - 1 ea.
4. Crescent Wrench, 10" & 6" - 1 ea. or Equivalent
5. Center Punch
6. 6' Steel Tape
7. Combination Square
8. Combination Open End & Box Wrench, 3/8" to 1-1/8"
9. Dividers, 6" & 12" - 1 ea.
10. 8" Vice Grip or Equivalent
11. Pliers, Gas
12. Pliers, Klein, 8" or Equivalent

### APPRENTICE MACHINIST

1. Tool Box
2. Set Micrometer, 0" to 1"
3. Calipers - Outside & Inside, 6" - 1 ea.
4. Dividers, 6" & 12" - 1 ea.
5. Combination, Square, 12"
6. Center Head
7. 6" Steel Rule
8. Center Gauge
9. 6" Steel Tape
10. Center Punch
11. Screwdrivers, 6" & 10" - 1 ea.
12. Crescent Wrenches, 6" & 12" - 1 ea. or equivalent
13. Hacksaw
14. Pliers, Gas
15. Pliers, Klein, 8" or Equivalent

## ELECTRICIAN

1. Crescent Wrench, 6", 8", 10", 12" - 1 ea. or Equivalent\*
2. Screwdriver, 6", 8", 10" - 1 ea.\*
3. Screwdriver, Standard Phillips, Holding, 6"\*
4. Ball Peen Hammers - Standard & Heavy - 1 ea.\*
5. Center Punch\*
6. Chisel\*
7. Allen Wrenches, Set\*
8. Calipers - Inside & Out, 8" & 10" - 1 ea.
9. Dividers, 10"
10. Drift Pin Drivers, Set
11. Offset Screwdrivers - 1 Straight & 1 Phillips
12. Lineman Pliers, Diagonal\*
13. Needle Nose, Channel Lock or Equivalent\*
14. Pliers, Vice Grip, Round Hose or Equivalent\*
15. Scriber\*
16. Open End and Box Wrenches, 1/4" to 1 1/4"
17. Combination Square, 12"\*
18. Socket Set, 3/8" Drive, 1/4" - 1 1/8"
19. Feeler Gauges
20. Set, Spin Tights
21. Tool Box\*
22. Tin Snips

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\*Apprentice Electrician and Apparatus Repairman

## CARPENTER

1. Claw Hammer
2. Brace, 10"
3. Set, Auger Bit, 1/4" to 1"
4. Expansion Bit
5. Set, Screw Mate Drill
6. Set of Wood Chisels, No. 6 1/4" & 1"
7. 24" Level
8. Scratch Awl
9. Marking Gauge
10. Set of Nail Sts
11. Hacksaw
12. Wood Saw, Cross Cut
13. Smooth Plane, 8"
14. Block Plane
15. Steel Tape, 6'
16. 50' Tape
17. Set of Screwdrivers
18. Framing Square
19. Combination Square
20. Wing Divider
21. Keyhole Saw
22. Common Pliers
23. Sliding Tee Bevel Square
24. Center Punch
25. Ripping Bar, 24"

## MACHINIST

1. Tool Box
2. Machinist Handbook
3. Set, Micrometer, 0" to 1"
4. Set, Micrometer, 1" to 2"
5. Calipers - Outside & Inside, 6" & 12" - 1 ea.
6. Dividers, 6" & 12" - 1 ea.
7. Thread Gauge - Small & Large
8. Combination Square
9. 6" Depth Gauge & Angle
10. 6" Steel Rule
11. Center Gauge
12. 12" Surface Gauge
13. Small Bench Level
14. 6' Steel Tape
15. Center Punch
16. Screwdriver, 6" & 10" - 1 ea.
17. Crescent Wrench, 6" & 12" (or Equivalent) - 1 ea.
18. Small Carbon Stone
19. Ball Peen Hammer
20. Hacksaw
21. Set of Thickness Gauges
22. Small Vee Block
23. Pliers, Gas
24. Pliers, Klien, 8" or Equivalent

## ELECTRICIAN (Bushing Dept.)

1. Screwdriver, 2", 6", 7" - 1 ea.
2. Screwdriver, Phillips, 4", 6", 12" - 1 ea.
3. Sidecutters, 8 1/2"
4. Crescent Wrench, 6", 8", 10", 12" (or Equivalent) - 1 ea.
5. Pliers, Channel Lock, 9" or Equivalent
6. Pliers, Vice Grip, 10" or Equivalent
7. Straight Nose Pliers, 7"
8. Box Wrench, 1/2" to 1"
9. Drift Pins, 1/2" to 3/4"
10. Scratch Awls
11. Offset Screwdriver
12. Punch 6"
13. Micrometer, 1"
14. Set, Sockets Wrenches, 3/8" to 1 1/8"
15. Allen Wrench Set
16. Outside Calipers, 8"
17. Dividers, 12"
18. Cutting Snips Gauge
19. Combination Square
20. Thread Gauge
21. Hammer - Large & Small

## METAL WORKER

1. Ball Peen Hammer, 16 oz.
2. Ball Peen Hammer, 8 oz.
3. Hammer, Small Cross Peen
4. Hammer, Medium Cross Peen
5. Stanley Handyman Hammer, or equivalent
6. Tinnens Setting Hammer
7. Hacksaw, 12 inches
8. Kit, Coldchisel & Punches
9. Pliers, 8"
10. Diagonal Cutter
11. 3 Adjustable Wrenches, 6", 10", & 12" - 1 ea.
12. 2 Set, Screwdrivers, 6" & 8" - 1 ea.
13. Tape Rule 12'
14. Rafter Square
15. Square, 24
16. Scribe
17. Combination Square
18. Trammel, 12" to 36"
19. Center Punches, Fine Point and Heavy
20. Klein Cutters or Equivalent
21. Divider, 6" & 12" - 1 ea.
22. Calipers, 8" & 3" - 1 ea.
23. Outside Calipers, 4" and 12"
24. Metal Shears
25. Brass rule, 12" (Inside, Outside)

