

DUTIES DESCRIPTION RECORD

DDR 72-47127

Department		Position	
Position		Grade	
Title	<u>MACHINIST FOREMAN</u>		
System	<u>POWER</u>	Position Code	<u>6.34</u>
Division	<u>DESIGN AND CONSTRUCTION</u>	Number of Positions	

Rate: \$27.05 /hr. x 8 = \$216.40 Base Rate (Eff. 3/29/99)
\$3.182*/hr. x 8 = 25.46 Health and Welfare (Eff. 1/1/95)
\$241.86 Per Day (Eff. 3/29/99)

* Paid per hour worked.

Summary Duties

In connection with miscellaneous construction, alteration and repair activities at various locations in the Power System, plans, organizes, lays out, directs, reviews and, when supervising a small crew of 3 or less, frequently participates in the work of a crew of machinists and helpers engaged in fabricating, repairing and altering metal parts of pumps, blowers, compressors, motors, turbines, generators, and other machines and equipment, using engine lathes, milling machines, planers, shapers, grinders, drill presses and other machine tools and doing bench assembly, fitting, repair and modification; arranges work schedules; determines best methods and coordinates crew activities with work of other crews to complete assignments according to schedule; consults with supervisors and engineering personnel on problems arising which require minor changes in design, and recommends changes; enforces State and Department safety rules and Department policies; endorses correctness of timecards, makes verbal and written reports on such matters as work progress, materials used, and accidents; requisitions materials and equipment; drives a Department car as an incidental task; and performs related duties.

1. Overtime:

- a. **Erection and Construction Work:** An employee shall be compensated for the first three hours outside the regularly scheduled shift and the first eight hours on Saturday at the one and one-half (1½) time rate. Sundays, holidays and all additional hours of overtime work will be compensated at the double (2) time rate of pay.
- b. **Maintenance and Repair Work:** Employees performing maintenance and repair work shall be paid double (two times) the regular straight-time hourly rate for all time worked in excess of the regular daily schedule of hours;

and double time (two times) for all time worked on Saturdays and Sundays.

2. Holidays:

Holidays shall be as follows: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. When a holiday falls on Sunday, the day observed by the State or Nation shall be observed as a holiday.

4. Show-up:

Employees who report for work as instructed and who are not put to work shall receive four (4) hours pay at the regular straight-time hourly rate, except in cases of inclement weather, equipment breakdown, or other conditions beyond the control of the Department. Employees who begin work shall receive at least four (4) hours pay unless they voluntarily quit, or are discharged for cause, or are laid off because of conditions beyond the control of the Department.

5. Multiple Shift: (8 - 7½ - 7½)

When two or more shifts are established, the second and third shifts shall be established on a seven and one-half (7½) hour day, thirty-seven and one-half (37½) hour week basis. The pay for a full shift on each of the above shifts shall be for eight (8) times the hourly wages herein provided. (Eff. 12/31/92.)

6. Subsistence

When a job is located seventy-five (75) or more miles from Los Angeles, an employee shall receive a subsistence payment of \$35.00 per day worked, provided that on a job that is of one day's duration and for which an employee is paid (or furnished) transportation and travel time to and from the job, he shall not, in addition, receive a subsistence payment. No employee residing in the area in which the job is located shall receive subsistence payment.

7. Travel and Transportation:

When an employee is required to report to a job site in excess of 75 miles from Los Angeles City Hall, he shall receive payments as specified below:

- (a) On the first and last day of consecutive workdays he shall be entitled to receive a transportation and travel payment of 24 cents per mile, provided that an employee shall not be entitled to transportation and travel time payments when an interruption in consecutive workdays is caused by Saturdays, Sundays, holidays, or weather conditions.

- (b) On a job of one day's duration or less, an employee shall be entitled to receive a transportation and travel time payment to and from the job.
- (c) An employee who voluntarily quits before he has worked ten (10) working days, or is discharged with just and sufficient cause prior to the completion of the job, will not be entitled to return transportation and travel allowance.
- (d) An employee shall receive paid travel time at the straight-time hourly rate computed at the rate of 50 miles per hour for time spent traveling to the job site from the designated point on the first day of work and from the site on the last day of work.