

## DUTIES DESCRIPTION RECORD

DDR 72-48038

<b>Department</b>	
<b>Position</b>	<b>Position</b>
<b>Title</b> <u>ELECTRIC MECHANIC FOREMAN</u>	<b>Grade</b> _____
<b>System</b>	<b>Position</b>
<b>POWER</b>	<b>Code</b> <u>6.28</u>
<b>Division</b>	<b>Number of</b>
<b>DESIGN AND CONSTRUCTION</b>	<b>Positions</b> <u>40 (Temp)</u>

Rate:	<b>\$81.17/hr. x 8 = \$649.36</b>	Base Rate (Eff. 1/29/24)
	6.34/hr. x 8 = 50.72	Annuity (Eff. 1/30/23)
	<b>14.59/hr. x 8 = <u>116.72</u></b>	Health & Welfare (Eff. 1/29/24)
	<b><u>\$816.80</u></b>	Per Day (Eff. 1/29/24)

Payments for Annuity and Health & Welfare shall be paid for each hour actually worked, but also including all paid hours during a second or third shift (eff. 1/4/95). Payments for Health & Welfare shall also be made for each hour of paid vacation time (eff. 7/6/92).

### Summary Duties

In connection with miscellaneous construction, alteration, and repair activities at various locations in the Power System, plans, lays out, assigns, and supervises the work of a crew of journeyman electric mechanics and their helpers engaged in installing transformers, oil circuit breakers, disconnect switches, pull boxes, meters and similar electrical equipment, installing conduits, wiring and station control switchboards, erecting steel racks and welding electrical conductors; examines and interprets instructions, orders, plans and specifications, and observes and analyzes site of proposed work; plans, lays out and coordinates proposed work with other crafts; inspects work in progress and when completed obtains clearances for work on energized equipment; determines methods and tools to be employed; assigns and reviews tasks, and assumes responsibility for quality and quantity of work during progress and after completion; encourages safe practices and enforces safety rules and precautions; approves workmen's timecards; makes oral and written reports on such matters as work progress, materials used, and accidents; supervises rigging and occasionally welding incidental to electric mechanic work and cable splicing; drives motor vehicles; and performs related duties

1. Overtime: For the first two (2) hours following the regular shift, Monday through Friday, and the first ten (10) hours worked on Saturdays after the regular shift starting time (12/10/91), the employee shall be compensated at a rate computed by multiplying the hourly rate by one and one half (1½). For all time worked prior to normal shift, before regular starting time on Saturdays (12/10/90), Sundays, recognized holidays and after ten (10) hours work, Monday through Saturday, the employee shall be compensated at a rate computed by multiplying the hourly rate by two (2). (Eff. 1/27/20)

A) **Accrue Overtime: Letter of Intent – Provision to Elect to Accrue Overtime for Employees Occupying Civil Service Daily Rate Temporary Constructions Positions effective 1/30/12**

- a) An employee working authorized overtime hours to which the double-tier rate applies shall be paid at the double-time rate unless that employee elects, at the time the work is performed, to accumulate overtime credits, in which case overtime credits shall be accrued at the rate of one and one-half hours for each hour worked.
- b) Employees who accrue accumulated overtime shall be entitled to accrue no more than 240 hours of overtime credits. All overtime approved and worked in excess of 240 hours of accrued overtime credits shall be paid in cash.
- c) At the time of the employee's separation from LADWP for any reason, e.g., resignation, retirement, or termination, the employee shall be paid for all unused hours of accumulated overtime credits at the hourly rate of their then-current salary. In cases of separation due to death, the payment shall be paid to the heirs.
- d) Management shall not unreasonably withhold permission in granting requests for the use of accumulated compensated overtime credits, and should deny or modify such requests only when LADWP operations would be adversely affected.

2. Holidays:

Recognized holidays shall be as follows: New Year's Day, Martin Luther King, Jr. Day, (effective 1-21-08), Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Day, and Cesar Chavez Day (Beginning 2011). When a recognized holiday falls on a Sunday, the following Monday shall be observed as a holiday. When Christmas or New Year's Day falls on Saturday, the Friday preceding shall be observed.

3. Show Up:

An employee who reports for duty but because of weather or other conditions beyond the control of the Department is laid off prior to commencing work, shall be compensated by receiving a credit of two (2) hours of work.

An employee who reports for duty and begins work but because of weather or other conditions beyond the control of the Department he is laid off, he shall be compensated on the following basis:

- a) A layoff within four (4) hours shall afford a credit of four (4) hours of work.
- b) A layoff after four (4) hours but before eight (8) hours shall afford a credit of eight (8) hours of work.

4. Multiple Shift: (8-8-8) 7/1/08 (Inside Wiremen's Agreement 2008-2011)

Multiple shifts of at least five (5) days duration may be worked. When two (2) or three (3) shifts are worked:

The first shift (day shift) shall consist of eight (8) consecutive hours worked between the hours of 5:00 A.M. and 6:00 P.M. Workmen on the “day shift” shall be paid at the regular hourly rate of pay for all hours worked.

Workmen on the second shift (swing shift) shall consist of eight consecutive hours worked between the hours of 9:31 A.M. and 8:00 P.M. Workmen on the “swing shift” shall be paid at the regular hourly rate of pay plus 17.3% for all hours worked.

Workmen on the third shift (graveyard shift) shall consist of eight (8) consecutive hours worked between the hours of 8:01 P.M. and 4:59 A.M. Workmen on the “graveyard shift” shall be paid at the regular hourly rate of pay plus 31.4% for all hours worked.

An unpaid lunch period of thirty (30) minutes shall be allowed on each shift. All overtime work required after the completion of eight (8) hours of any shift shall be paid at one and one-half times the “shift” hourly rate.

There shall be no pyramiding of overtime rates and double the straight rate shall be the maximum compensation for any hour worked. There shall be no requirement for a day shift when either the second or third shift is worked.

First Shift (Day Shift):	Start time between 5:00AM and 9:30AM (Straight Time Rate)
Second Shift (Swing):	Start time between 9:31AM and 8:00PM (Straight Time Rate + 17.3%)
Third Shift (Graveyard):	Start time between 8:01PM and 4:59AM (Straight Time Rate + 31.4%)

5. Subsistence: Deleted

6. Travel Time:

- a) When required to report to a work location outside of Los Angeles County, an employee shall be entitled to a single round trip travel time payment at his/her regular straight-time hourly rate. Travel time to be computed from Palmetto Construction Headquarters to the work location at a reasonable rate of speed based on the vehicle used.
- b) In addition, an employee shall receive a board and lodging allowance of thirty five dollars (\$35) per day worked on jobs outside of Los Angeles County when Department management determines that such jobs require the employee to remain away from home overnight. (Eff. 7/1/84.)

The board and lodging allowance shall be paid for days worked unless management's prior approval is given for remaining at the location on the weekend or holiday. The board and lodging allowance for jobs outside the County of Los Angeles shall be paid for weekends and holidays if the employee works both the day before and the day following such weekend or holiday.

At its option, the Department may provide meals and lodging in lieu of a board and lodging allowance.

Work at the Haynes Steam Plant Complex is excepted from all the above provisions.