

Dec. 31, 1974

Collective Bargaining Agreement

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY



BY AND BETWEEN

International Union of Operating Engineers
Local 547 A, B & C — AFL-CIO

AND

BOYSVILLE OF MICHIGAN



I.O.O.E.
13020 Puritan
Detroit 48227

Boysville of Michigan (C Linton, Mich)

AGREEMENT

between

BOYSVILLE OF MICHIGAN hereinafter referred to as the "Employer",

and

THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL #547, 547A, 547B
and 547C, AFL-CIO, hereinafter referred to as the "Union".

ARTICLE 1

PURPOSE

It is the purpose of this Agreement to promote and insure harmonious relations, cooperation and understanding between the Employer and the employees covered hereby, to insure true collective bargaining, and to establish standards of wages, hours, working conditions, and other conditions of employment.

ARTICLE 11

UNION RECOGNITION, UNION SECURITY, CHECK OFF

SECTION 1. UNION RECOGNITION.

(a) The Employer hereby recognizes the Union as the sole and exclusive collective bargaining agent of the employees covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment as herein specified.

(b) The term "employee" as used herein shall include all Chief Maintenance, Assistant Maintenance and Stationary Engineer, Building Maintenance Director and Carpenter and Building Maintenance Men employees of the Employer.

SECTION 2. UNION SECURITY.

(a) It shall be a condition of employment that all present members of the Union now employed by the Employer who are covered by this Agreement and who are members of the Union in good standing on the effective date of this Agreement shall remain members in good standing.

(b) The Employer agrees that as a condition of continued employment all present employees who are not members of the Union and all future employees within the bargaining unit shall either become and remain members in good standing in the Union or shall pay to the Union an amount of money equal to that paid by the employees who are members of the Union, limited however, solely to the amount of money equal to the Union's regular dues, but shall not include any special increases or other requirements

of the Union for special support from its members in excess of regular dues.

(c) Present employees not members of the Union on the effective date of this Agreement shall, on or before the Sixty-first (61st) Day following the effective date of this Agreement or the signing date of this Agreement, whichever is later, shall either become a member in good standing in the Union, or tender fees as set forth in Section B above. New employees hired after the effective date of this Agreement shall on the sixty-first (61st) day of employment become a member of the Union or tender an amount equal to dues set forth in Section B above.

(d) The Union agrees that it will make membership in the Union available to all employees covered by this Agreement on the same terms and conditions as are generally applicable to other members of the Union.

ARTICLE 111

NON-DISCRIMINATION

The employer and the Union both recognize their responsibilities under Federal, state and local laws pertaining to fair employment practices as well as the moral principles involved in the area of Civil Rights. Accordingly, both parties reaffirm by this Agreement the commitment not to discriminate against any person or persons because of race, creed, color, religion, sex, age or national origin.

ARTICLE 1V

VISITATION

Upon request by the Union and the presentation of proper credentials, officers or accredited representatives of the Union shall be admitted into the buildings of the school system during working hours for the purpose of ascertaining whether or not this Agreement is being observed by the parties or for assisting in the adjusting of grievances provided, that said observation shall not be in areas which would be detrimental to the management and function of the school and its students.

ARTICLE V

STEWARDS

(a) The employees shall be represented by a Chief Steward who shall be chosen or selected by the employees and the Union, with the name of the Chief Steward to be made known to the Employer.

(b) With approval by his Supervisor, reasonable arrangements may be made to allow the Chief Steward time off with pay for the purpose of investigating grievances and to attend grievance meetings.

(c) During his term of office the Chief Steward shall be deemed to head the seniority list for the purpose of shift preference, lay-off and recall only; provided he is qualified to do the required work. Upon termination of his term, he shall be returned to his regular seniority status.

ARTICLE VI

SAFETY PRACTICES

(a) The Employer will take reasonable measures in order to prevent and eliminate any present or potential job hazards which the employees may encounter in their work.

(b) The employee will notify the Employer in writing of any major job hazard as soon as the employee first becomes aware of such unsafe areas, conditions or equipment. The Employer upon notification of an alleged unsafe condition shall investigate such condition and shall be expected to make adjustments in such condition if, in the Employer's investigation, the alleged unsafe condition is found to be a hazard to the employee.

ARTICLE VII

JURISDICTION

Employees of the Employer not covered by the terms of this Agreement may temporarily perform work covered by this Agreement only for the purposes of instructional training, experimentation or in cases of emergency, except that the Supervisor of Buildings and Grounds shall be able to perform work requested of him by the Employer. The Employer may have students for specified periods to perform work as temporary help or as part of instruction under any applicable Federal, State or Local Program or members of the "Religious Community", operating Boysville of Michigan provided that there is no discrimination against the employees covered by this Agreement.

ARTICLE VIII

CONTRACTUAL WORK

The right of contracting or sub-contracting is vested in the Employer. The right to contract or subcontract shall not be used for the purposes of undermining the Union nor to discriminate against any of its members.

ARTICLE IX

SENIORITY

(a) A newly hired employee shall be on a probationary status for Sixty (60) calendar days taken from and including the first day of employment. At any time prior to the completion of the Sixty (60) calendar day probationary period the employee may be dismissed by the Employer during this period without appeal by the Union. Probationary

tionary employees who are absent during the first Sixty (60) calendar days of employment shall work additional days equal to the number of days absent and such employee shall not have completed his probationary period until these additional days have been worked.

(b) After satisfactory completion of the probationary period, seniority and all matters pertaining to benefits shall be retroactive to date of hire.

(c) Employees shall be laid off, recalled or demoted according to their seniority in their classification. An employee on scheduled lay off shall have the right to displace a lesser seniority employee who is on a classification previously held by the employee provided, the senior employee is qualified to hold the position held by the least seniority employee.

(d) An employee will lose his seniority for the following reasons:

1. Employee quits.
2. Employee is discharged for cause.
3. Employee is absent for three (3) consecutive working days without notifying the Employer, unless the employee presents adequate proof that it was impossible for him to notify the Employer.
4. Employee fails to report for work within three (3) working days when called by the Employer by Certified Mail or telegram, unless the employee presents adequate proof that it was impossible for him to notify the Employer.
5. Employee is laid off for a period of twenty-four (24) months.

(e) Seniority shall continue to accumulate for an employee who is transferred to a supervisory position.

(f) An agreed to seniority list shall be furnished to each employee covered by this Agreement on or about January 1st of each year. Such list shall contain date of hire, employee's location and classification. Seniority in classification shall be as of date of entry into the classification.

ARTICLE X

TRANSFER AND PROMOTIONAL PROCEDURE

(a) Notice of all vacancies and newly created positions shall be posted on employee bulletin boards within one (1) pay period from the date of vacancy, and the employees shall be given five (5) working days time in which to make application to fill the vacancy or new position. The senior employee making application shall be transferred to fill the vacancy or new position provided, he has the necessary qualifications to perform the duties of the job involved. Newly created positions or vacancies

are to be posted in the following manner: the type of work; the place of work; the starting date; the rate of pay; the hours to be worked; and the classification.

(b) Any employee temporarily transferred from his classification to another classification within the bargaining unit shall be paid the rate of the position from which he is transferred or the rate of the position to which he is transferred , whichever is higher.

(c) Temporary transfers shall be for a period of no longer than thirty (30) Calendar days, except in the event that both parties mutually agree to an extension of the thirty (30) calendar day time period. In the event that it is not mutually agreeable to extend the temporary transfer beyond the thirty (30) calendar day time period, the position shall then be considered an open position and posted for bidding from interested employees.

ARTICLE XI

NEW JOBS

(a) The Employer shall have the right to establish, evaluate, change and obsolete jobs, providing such action on the part of the Employer shall not be directed toward reducing the rate of a job in which no substantial change in the job itself has occurred. When a new or revised operation involves duties which are not adequately or specifically described or properly evaluated in an existing job description, specification and classification, the Employer shall have the right to develop and establish such new or revised job descriptions, specifications and classifications, rates of pay and to place them into effect. Whenever new buildings or a job is made operational, the Employer shall establish the job description.

(b) The Employer will notify the Union in writing of such new or changed job, and will within thirty (30) days after such new or changed job is established, meet with the Union to negotiate the rate and the classification.

ARTICLE XII

DISCIPLINE DISCHARGE

Dismissal, suspension, and/or any other disciplinary action shall be only for just and stated causes with the employee having the right to defend himself against any and all charges. Written notification of dismissal, suspension or other disciplinary action shall be sent to the employee and the Union. Among the causes which shall be deemed sufficient for dismissal, suspension and/or other disciplinary action are, but not limited to the following: drunkenness, dishonesty, insubordination. The Employer

shall have the right to establish, maintain and enforce reasonable rules and regulations to assure orderly plant operations, it being understood and agreed that such rules and regulations shall not be inconsistent or in conflict with the provisions of this Agreement.

ARTICLE XIII

LEAVE OF ABSENCE

(a) An employee who, because of illness or accident which is non-compensable under the Workmen's Compensation Law, is physically unable to report for work and has exhausted all means of compensation from the Employer, shall be granted a leave of absence for not more than one (1) year which may be extended by mutual agreement between the parties, provided he promptly notifies the Employer of the necessity therefor and provided further that he supplies the Employer with a certificate from a medical or osteopathic doctor of the necessity for such absence and for the continuation of such absence when the same is requested by the Employer.

(b) Leaves of absence shall be granted for not to exceed one (1) year, unless extended by mutual agreement between the parties for physical or mental illness, prolonged serious illness in the immediate family which includes husband, wife, children or parents living in the same house.

(c) With the consent of the Employer leaves of absence shall be granted for a special period of time for training related to an employee's regular duties in an approved educational institution.

(d) The reinstatement rights of any employee who enters the military service of the United States by reason of an act or law enacted by the Congress of the United States or who may voluntarily enlist during the effective period of such law shall be determined in accordance with the provisions of the law granting such rights.

(e) Leaves of absence will be granted to employees who are active in the National Guards or a branch of the Armed Forces Reserves for the purpose of fulfilling their annual field training obligations, provided such employees make written request for such leave of absence immediately upon receiving their orders to report for such duty.

(f) Any employee in the bargaining unit who is elected or appointed to full-time position or office in the Union whose duties require his absence from work shall be granted a leave of absence for one (1) term of office or position or four (4) years whichever is less.

(g) All reasons for leaves of absence shall be in writing stating the reason

for the request and the approximate length of leave requested, with a copy of the request to be maintained by the Employer, a copy furnished to the employee and a copy sent to the Union.

(h) An employee who meet all of the requirements as hereinbefore specified shall be granted a leave of absence without pay and he shall accumulate seniority during his leave of absence and he shall be entitled to resume his regular seniority status and all job and recall rights. Leaves of absence may be granted at the discretion of the Employer for reasons other than those listed above when they are deemed beneficial to the employee and the Employer.

(i) Any Employee who while on a leave of absence obtains employment with another Employer except the Union, without having obtained prior permission to do so from the Employer, shall be subject to immediate discharge.

ARTICLE XLV

GRIEVANCE PROCEDURE

Definition:

A grievance shall be defined as an alleged violation of the express terms of this Agreement.

Step One.

(a) An employee having a grievance shall present it orally to his Supervisor.

(b) If the grievance is not settled orally, the employee, within twenty-four (24) hours, may request the Supervisor to call the Steward.

Step Two.

(a) The Steward shall reduce the grievance to writing and indicate the alleged contract violation and the remedy desired.

(b) The aggrieved employee and the Steward shall sign the grievance.

(c) The grievance shall be submitted to the Immediate Supervisor or in his absence to the Director of Boysville within five (5) working days from the date of Step One, above.

Step Three.

(a) The Steward shall meet with the Immediate Supervisor or in his absence the Director of Boysville to discuss the grievance within five (5) working days of its written submission to the Immediate Supervisor or in his absence the Director of Boysville.

(b) The Immediate Supervisor or in his absence the Director of Boysville shall give his decision in writing relative to the grievance within ten (10) working days of his meeting with the Steward.

Step Four.

(a) Any appeal of a decision rendered by the Immediate Supervisor or in his absence, the Director of Boysville shall be presented to the Director of Boysville within five (5) working days and the Director of Boysville shall meet with a Business Representative of the Union at a time mutually agreeable to them. The appeal shall be in writing and state the reason or reasons why the decision of the Immediate Supervisor or in his absence the Director was not satisfactory.

(b) After the Director of Boysville has met with a Business Representative of the Union, the Director of Boysville shall render his decision in writing relative to the grievance within thirty (30) calendar days of his meeting with the Business Representative of the Union.

Step Five.

(a) If the decision of the Director of Boysville is not satisfactory to the Union, the Union shall within ten (10) working days submit in writing its intention to appeal the decision of the Director of Boysville to Arbitration according to the following manner:

(b) Within fifteen (15) calendar days after notice of intent to appeal the grievance to Arbitration, the party appealing shall request the American Arbitration Association to submit a list of five (5) persons. The representatives of the Employer and the Union shall determine by lot the order of elimination, and thereafter each shall in that order alternately eliminate one (1) name until only one (1) remains. The remaining person shall thereupon be accepted by both parties as the Arbitrator.

(c) The Arbitrator, the Union or the Employer may call any person as a witness in any arbitration hearing.

(d) Each party shall be responsible for the expenses of the witnesses that they may call.

(e) The fees and expenses of the Arbitrator shall be shared equally by both parties.

(f) The Arbitrator shall not have jurisdiction to subtract from or modify any of the terms of this Agreement or any written amendments hereof, or to specify the terms of a new Agreement, or to substitute his discretion for that of any of the parties hereto.

(g) The Arbitrator shall render his decision in writing not later than thirty (30) days from the conclusion of the arbitration hearing.

(h) The decision of the Arbitrator shall be final and conclusive and binding upon all Employees, the Employer and the Union.

ARTICLE XV

HOURS AND WORK WEEK

SECTION 1.

(a) The regularly scheduled work week shall consist of forty (40) hours beginning at 12:01 a. m. Monday and ending 120 hours thereafter.

(b) The normal work day shall be eight (8) consecutive hours plus a one-half ($\frac{1}{2}$) hour unpaid lunch period.

(c) The employees shall work according to the following schedule:

- | | |
|---|------------------------|
| 1. Chief Maintenance Engineer | 10:00 a.m. - 6:30 p.m. |
| 2. Assistant Maintenance and Shift Engineer | 7:30 a.m. - 4:00 p.m. |
| 3. Maintenance Director and Carpenter | 7:30 a.m. - 4:00 p.m. |
| 4. Building Maintenance Man | 7:30 a.m. - 4:00 p.m. |

(d) The employees will work Monday through Friday with the exception of the Building Maintenance Director and Carpenter who may continue to perform his regular job function on Saturday mornings ^{AS} has been the case in past years in addition to the above schedule.

(e) In the case where the employee is unable to perform in his normal job capacity the Employer may reschedule departmental employees according to institutional needs during the time said employee is unable to perform his normal job duties.

SECTION 2. Overtime Rates Will Be Paid As Follows:

(a) Time and one-half ($1\frac{1}{2}$) will be paid for all time worked in excess of eight (8) hours in a twenty-four (24) hour period; all time worked in excess of forty (40) hours in one work week, for which overtime has not already been earned.

(b) Double time will be paid for all hours worked on Sunday, when such hours are overtime.

SECTION 3. Call Back.

Whenever an employee is required to return to work after the completion of his regularly scheduled working hours; he shall receive the pay for the actual time worked at time and one-half ($1\frac{1}{2}$) his regular rate or a minimum of four (4) hours pay at his straight time hourly rate, whichever is the greatest.

SECTION 4. Distribution Of Overtime.

Overtime shall be divided and rotated as equally as possible within the building according to seniority and among those employees who regularly perform such work provided they are qualified to perform such work.

ARTICLE XVI

SICK LEAVE AND FUNERAL LEAVE

SECTION 1.

Each employee covered by this Agreement shall accumulate one (1) sick leave day per month in an individual single sick leave bank with a maximum accumulation of thirty-six (36) days.

SECTION 2.

(a) The above sick leave shall be granted to an employee when he is incapacitated from the performance of his duties by sickness, injury or for medical, dental or optical examination or treatment. The above sick leave shall also be granted when a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee, or when through exposure to contagious disease the presence of the employee at his employment position would jeopardize the health of others.

(b) Such absence to be substantiated by a physicians certificate if sick leave is for more than three (3) consecutive working days.

(c) Records of sick leave accumulated and taken shall be available to the employee or Union upon request.

SECTION 3. FUNERAL LEAVE.

All employees shall be granted up to three (3) working days off with pay for a death in the employee's immediate family. The immediate family shall be construed to mean: Father, Mother, Wife, Husband, Sister, Brother or Child. Additional time off for traveling to out of state funerals may be granted by the Employer. The employee may be granted up to three (3) days off with pay for the death of the father-in-law or mother-in-law, with the Agreement of the Employer.

SECTION 4. PERSONAL BUSINESS DAYS.

All employees covered by this Agreement will be entitled to a total of three (3) days per year, for personal emergency and/or business leave, at the discretion of the Employer.

ARTICLE XVII

HOLIDAYS

(a) The Employer will pay eight (8) hours pay for the following holidays, even though no work is performed by the employee:

New Year's Day
Memorial Day

Thanksgiving Day
The Day After Thanksgiving

July Fourth
Labor Day

Christmas Day
Good Friday
Employees Birthday

(b) Employees required to work on any of the above named holidays shall receive double time for hours worked in addition to the regular holiday pay.

(c) If an employee is on vacation on any of the above named holidays, he shall be entitled to an additional day off with pay for the holiday or he shall receive the regular hours pay for the holiday.

(d) When the scheduled holiday falls on a Saturday the employee shall receive the Friday prior to the holiday off with pay; in the event that the scheduled holiday falls on a Sunday the employee shall receive the Monday after the holiday off with pay. If the Employer cannot grant either the Friday prior to the holiday or the Monday after the holiday off with pay because of scheduling problems, the employee shall then be granted a day off with pay for the holiday at a later date, which shall be mutually agreeable to the employee and the Employer.

(e) Employees off sick on the holiday or the day before or after the holiday may be required to submit medical proof of illness to receive holiday pay.

ARTICLE XVIII

HOSPITALIZATION

The Employer shall pay the Blue Cross-Blue Shield Hospitalization Insurance as is now in effect for the employees covered by this Agreement as well as any improvement in said plan which are made by the Board of Trustees of Boysville during the life of this Agreement.

ARTICLE XIX

PENSION

The employees covered by this Agreement shall be covered by the Michigan Catholic Conference Retirement Plan as provided by the Trustees of Boysville of Michigan.

ARTICLE XX

VACATIONS

(a) All employees covered by this Agreement who have completed one (1) year of service shall receive one (1) week vacation with pay; after two (2) years of service two (2) weeks vacation with pay; after five (5) years of service three (3) weeks vacation with pay; after twelve (12) years of service four (4) weeks vacation with pay.

(b) To be eligible for a vacation an employee must have worked eighty-five (85%)

percent of his regularly scheduled working hours.

(c) Employees terminating employment or on a leave of absence shall receive pro-rata vacation allowance based upon 1/12 of the vacation pay for each month or major fraction thereof between his anniversary date and his termination date.

(d) Vacation time is non accumulative except when mutually agreeable between the Employer and the employee. For purposes of scheduling vacations the anniversary date of the employee shall be that closest to the fiscal year ending June 30th.

ARTICLE XXI

JURY DUTY

Employees requested to appear for jury qualification or service shall receive their pay from the Employer for such time lost as a result of such appearance or service, less any compensation received for such jury service, up to a period of thirty (30) days, provided the Employer is unable to obtain a waiver.

ARTICLE XXII

CLASSIFICATION AND COMPENSATION

The parties hereto agree that the employees covered by this Agreement shall be considered engaged in the type of work and classification as set forth on Schedule A attached hereto and made a part hereof by reference.

ARTICLE XXIII

BINDING EFFECTIVE AGREEMENT

This Agreement shall be binding upon the parties hereto, their successors and assigns.

ARTICLE XXIV

SCOPE, WAIVER AND

ALTERATION OF AGREEMENT

SECTION 1.

No Agreement, alteration, understanding, variation, waiver or modification of any of the terms or conditions contained herein shall be made by any employee or group of employees with the Employer unless executed in writing between the parties and the same has been ratified by the Union.

SECTION 2.

The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms and conditions herein.

SECTION 3.

If any Article or Section of this Agreement or any supplements thereto should be held invalid by operation of law or by any tribunal or competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Agreement and Supplements shall not be effected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE XXV

TERMINATION AND MODIFICATION

(a) This Agreement shall continue in full force and effect until DECEMBER 31, 1974.

(b) This contract shall be automatically renewed from year to year thereafter, unless either party shall give the other party written notice of desire to modify or amend this Agreement. Such notice shall be given the other party in writing, by certified mail ninety (90) days prior to termination date. Any amendments that may be mutually agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement.

(c) Notice of intent to modify shall be in writing and shall be sufficient if sent by certified mail to the Union, The International Union of Operating Engineers, Local #547, AFL-CIO, 13020 Puritan Avenue, Detroit, Michigan 48227 and if to the Employer addressed to Boyssville of Michigan, 8744 Clinton-Mason Road, Clinton, Michigan 49236.

(d) The effective date of this Agreement is JANUARY 1, 1972.

IN WITNESS WHEREOF: the parties hereto have caused this instrument to be executed.

BOYSSVILLE OF MICHIGAN, INC.
A NON PROFIT MICHIGAN CORPORATION

Brother Edward Crestant, C.S.C.
Director

INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL #547, 547A, 547B and
547C, AFL-CIO

Robert B. Ross
Business Manager

Richard Gammal
President

J. O. Jordan
Secretary

SCHEDULE A

SALARY SCHEDULE

<u>Classification</u>	<u>Jan. 1, 1972</u>	<u>Jan. 1, 1973</u>	<u>Jan. 1, 1974</u>
Chief Maintenance Engineer	494	521	550
Assistant Maintenance and Stationary Engineer	463	488	515
Building Maintenance Director and Carpenter	456	481	507
Building Maintenance Man	360	380	401

APPENDIX A

JOB DESCRIPTIONS

CHIEF MAINTENANCE ENGINEER

Duties Statement: Under supervision to be responsible for planning, scheduling and maintenance of buildings and equipment. Assigns specific jobs and checks work to insure meeting of required safe standards and building codes. Performs duties of Maintenance Man.

Typical example of work performed: Schedules preventive maintenance; orders necessary parts and materials through the Director of Boysville; or the Supervisor of the power plant; maintains maintenance records; performs work of Building Maintenance Man. He is also responsible on an assigned shift for the safe and efficient operation and maintenance of assigned equipment in the plant by operating equipment such as boilers, reciprocating pumps, and boiler room or other auxiliaries in a safe and efficient manner by observing that the proper steam pressure is being maintained, that fires are being properly handled, that equipment is kept clean, that proper precautions are being followed relative to safety of operations, that proper water pressure is maintained, that bearings and moving parts are being properly lubricated and not overheating, issuing instructions to subordinates concerning operations; periodically inspecting the operation and performance of equipment; checking recorded readings of the various instruments, guages and meters and inquiring about the condition of the equipment and operating conditions, checking the height of the water in the boiler, blowing down boilers; checking the position of all valves to ascertain that they are properly set; taking direct charge when starting major units of equipment, proper limits when a boiler is carried in bank. Program the repair and maintenance of equipment; and plumbing, sanitation and fire extinguishers as required, operating and maintaining refrigeration and/or air conditioning equipment, their systems and auxiliary equipment.

ASSISTANT MAINTENANCE AND STATIONARY ENGINEERS:

Duties Statement: Under general supervision on an assigned shift, to have charge of the operation of a large-sized heating plant; and to perform related work as required.

Typical examples of work performed: He is responsible for the complete care and maintenance of the mechanical equipment, heating and ventilation and electrical operations of the building. He shall make running repairs as required to keep the plant in continuous operation and making sure that all mechanical equipment is clean and properly painted. He will insure that the boilers are blown down regularly and that the water column and guage glasses are blown down at regular intervals. That the boilers shall

be kept reasonably free from soot at all times and fire tubes are to be thoroughly cleaned and that he use all controls and equipment furnished him to operate his plant at the highest efficiency possible. It shall also be his responsibility to see that the safety valves on each boiler and hot water heater are in good working condition. He shall make regular inspections of the boilers and appliances while in operation and to promptly call to the attention of the Chief Maintenance Engineer or Director of Boysville any condition that may possibly be hazardous. He shall also work on the repair and maintenance of equipment in the plant or relative to the plant as would be required which would include plumbing, sanitation, fire equipment, electrical appliances and equipment.

BUILDING MAINTENANCE DIRECTOR AND CARPENTER:

Duties Statement: Under general supervision to supervise a moderate sized group of workmen engaged in repairing and maintaining Mechanical Equipment buildings and other structures, general construction equipment and/or related work as required.

Examples of work performed: With responsibility for results and for planning and laying out the work details, subject only to general work orders and review of materials requisitions and activity reports; supervising and directing the work of a moderate sized group of skilled and semi-skilled workmen engaged in building maintenance work such as: constructing, maintaining and painting plus some general construction work. Individually making assignments to assistants; advising on procedures for the more difficult or unusual repair work; inspecting work during progress and making decisions, material replacements; analyzing material and labor requirements for jobs and preparing cost estimates; requisitioning materials and supplies; keeping pertinent records and reports relative to activities supervised; instructing new employees as to duties and department policies.

BUILDING MAINTENANCE MAN:

Duties Statement: Under supervision to perform the less skilled and more routine tasks involved in the maintenance of buildings and their equipment and to perform some of the same duties as the Maintenance Director and Carpenter and to perform ground work as required.

Typical examples of work performed: Following directions, with the work inspected while it is being done or after it is finished; performing building maintenance jobs such as: making minor repair to windows, doors, screens, etc. Also, to be able to make cupboards, repair floors, desks, chairs, installing new walls and any other

necessary repair work that may be needed. To help with other maintenance work when necessary. To paint varnish and finish all rooms and furniture, that will from time to time need painting throughout the year. To see that all ladders, scaffolds, paint brushes and paint equipment are kept in proper order. He shall also help in the preparing of surfaces for painting, assist in testing equipment, or performing similar tasks, cutting grass, tending shrubbery, shoveling snow and custodial work.