

CRAFT JOB DESCRIPTIONS

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01-31-94

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JOB TITLE

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Food Server
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Forklift Driver Foreman
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Ironworker Foreman
Ironworker General Foreman

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Laborer General Foreman
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Light Vehicle Dispatcher Foreman (Maintenance)
Light Vehicle Dispatcher General Foreman (Maintenance)
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Lineman Foreman
Lineman General Foreman
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JOB TITLE

Machinist Foreman
Machinist Operator
Machinist Operator General Foreman
Millwright
Millwright Foreman
Miner
Miner-Welder
Motor Patrol Operator
Motorman - Oilfield
Mucking Machine Operator
Mud Plant Operator

Operator Foreman
Operator General Foreman

Painter
Painter Foreman
Pantry
Pipefitter/Plumber - Welder
Plumber/Refrigeration Mechanic
Plumber/Refrigeration Mechanic Foreman
Plumber/Refrigeration Mechanic General Foreman

Quality Control Inspector (Maintenance)

Road Sprinkler Fitter

Second Cook
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Sheetmetal Foreman
Sheetmetal General Foreman
Sheetmetal Worker
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Stockroom Clerk Foreman
Storekeeper
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Tireman General Foreman
Truck Crane Oiler

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JOB TITLE

Warehouse Clerk

Wireman

Wireman Foreman

Wireman General Foreman

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Assistant Fire Chief

JOB CODE : 031004

DATE PREPARED : May 26, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent assists the Fire Protection Services Deputy Chief in the direction/activities of all fire fighting units; directs training/personnel; administers laws/regulations affecting the department.

DIMENSIONS

The incumbent reports to the Fire Protection Services Deputy Chief and supervises the activities of Fire Captains and their crews.

NATURE AND SCOPE

1. Evaluates fire prevention/control policies by keeping abreast of new methods and conducting studies of departmental operations;
2. May assume personal command at multi-alarm fires in the absence of a Fire Captain;
3. Supervises firefighters engaged in operation/maintenance of fire station/equipment;
4. Surveys buildings/grounds/equipment to estimate needs of each department; assists the Fire Protection Services Section Chief in preparing departmental budget;
5. Enters fire site during fires to coordinate/supervise firefighting activities of companies onsite; reports events to Chief using two-way radio;
6. Directs personnel in use of firefighting equipment;
7. May determine cause of fire and appraise amount of fire loss to buildings and/or other property;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Occasional standing/walking in office/station on concrete surface or outdoors distances of one-fourth to one-half mile;
2. Frequent sitting at desk while performing administrative duties;
3. Occasional lifting/carrying 10 to 50 pound supplies/equipment a distance of up to 50 feet;
4. Occasional pushing/pulling using both hands/arms opening doors/drawers or moving equipment/supplies exerting a force up to 20 to 30 pounds;

Assistant Fire Chief

5. Occasional climbing stairs/ladders while inspecting/training;
6. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/training;
8. Frequent use of both hands/arms grasping/gripping/handling/fingering while performing administrative duties;
9. Constant use of sight while performing administrative duties, inspecting/evaluating/monitoring personnel;
10. Constant use of speech/hearing abilities in communicating with fire crew, their captains, and other departments throughout the Nevada Test Site.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, and algebra in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;
9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;
10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in indoors/outdoors environments. The incumbent may be required to work in extremely hazardous conditions while firefighting or performing rescue activities.

Tools & Equipment Used: Hand/power tools, firefighting apparatuses, high-pressure water hoses, general office equipment, computer, telephone, and other equipment as needed. Safety equipment includes firefighting gear, hard hat, face shield, gloves, safety glasses, steel-toed safety shoes, eye/hearing protection, and respirator.

Assistant Fire Chief

REQUIRED TRAINING AND WORK EXPERIENCE

National Fire Protection Association Firefighter Officer II certification or equivalent is required. Must have satisfactorily completed a preemployment-paid medical examination and passed NFPA medical standards. Basic computer skills desirable.

OTHER SPECIAL QUALIFICATIONS

Emergency Medical Technician certification desirable. Hazardous Material Technician certification is desirable. Valid driver's license required. "Q" clearance is required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Assistant Storekeeper

JOB CODE : 030413, 030471

DATE PREPARED : June 2, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent, under guidance of Storekeeper, maintains an adequate supply of food and dry goods items necessary for menu requirements and daily cafeteria operation.

DIMENSIONS

The incumbent reports to a Chef or Food Services Supervisor and has no supervisory responsibilities.

NATURE AND SCOPE

1. Stocks food items in storage areas and walk-in refrigerators; ensures that all perishable items are dated and properly rotated;
2. Checks with Storekeeper for special itinerary items; delivers special items as required;
3. Checks food orders for accuracy against non-cash transfers;
4. Orders food items as directed by Storekeeper or supervision;
5. Responsible for sanitation of storeroom facilities;
6. Assists Second Cook in packing and transferring food orders to loading dock;
7. Acts as back up to Head Service Attendant Cashiers if necessary;
8. Pulls orders for next day's requirements as ordered on non-cash transfers;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking short distances in kitchen/storage areas;
2. Occasional sitting at desk while completing paperwork;
3. Constant lifting/carrying food and dry goods items of 10 to 50 pounds;
4. Frequent pushing/pulling using both hands/arms requiring force up to 50 pounds while moving boxes or bags of food/dry goods or opening refrigerators and freezers;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Assistant Storekeeper

5. Occasional climbing step stool to reach upper shelves;
6. Frequent bending/twisting at waist/knees/neck while stocking, inventorying, or moving food supplies;
7. Occasional kneeling/crouching to reach lower shelf areas;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while performing duties; overhead reaching required;
9. Constant use of sight abilities in ordering, stocking, inventorying, determining quality and freshness of food and dry goods; visual requirements include color vision, depth perception, and visual acuity in near and mid range vision;
10. Frequent use of speech/hearing abilities in communicating with suppliers, cooks, pantry personnel, coworkers, and supervisors;
11. Frequent use of sense of smell in determining quality and freshness of food items.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that supply of food and dry goods is adequate and fresh and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, read instructions, rules, etc.;
4. Must be able to deal with pressure of heavy work load and constant standing;
5. Must be able to direct activities and provide guidance to Assistant Storekeeper if required.

WORKING CONDITIONS AND EQUIPMENT USED

Exposure to extreme cold, heat, humidity, slippery surfaces, odors/fumes, sharp objects and moving objects/vehicles.

Tools & Equipment Used: Office supplies such as pens, pencils, and calculators; also operates computer to produce non-cash transfer vouchers. These vouchers are used by the food warehouse as justification for reorders.

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of experience such as obtained through work as an assistant storekeeper, dessert/pantry helper, butcher, baker's helper, or cook's helper is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Baker

JOB CODE : 030405, 030464

DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares baked goods, as directed, according to recipes.

DIMENSIONS

The incumbent reports to the Head Baker or Food Services Supervisor and may direct some activities of cooks, pantry personnel, or head service attendants who are involved in preparation of baked goods and pastries.

NATURE AND SCOPE

1. Prepares bread, rolls, muffins, biscuits, pies, cakes, cookies, and other baked goods according to recipes; checks production schedule to determine variety and quantity of goods to bake;
2. Measures ingredients using measuring cups and spoons; mixes ingredients using hand or electric mixers;
3. Prepares baking pans as required (i.e., greasing and flouring); cuts or forms dough into loaves or desired shapes and places in proper baking pan; pours batter into proper baking pan;
4. Is responsible for sanitation of kitchen, baking, and service areas; ensures that all personnel follow a "clean-as-you-go" working environment;
5. Adjusts drafts or thermostatic controls to regulate oven temperature; places items to be baked in oven for proper amount of time; removes baked goods from oven when done;
6. Ensures that all line food items meet with proper requirements and standards; observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that food is done;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying trays, baking pans, baking supplies up to 25 pounds; occasional lifting up to 50 pounds of loaded trays or bags of flour and sugar;
3. Frequent pushing/pulling using both hands/arms sliding trays/baking pans, kneading bread, opening oven doors, using mixers and equipment, or cleaning, exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter, kneading bread, placing food in ovens, operating equipment, cleaning, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Baker

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in preparing and determining doneness/quality of baked goods and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, coworkers, and supervisors;
8. Constant use of sense of smell and taste in determining doneness, flavor, and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of baked goods.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that baked goods are prepared well according to recipes and standards, ensuring that all sanitation procedures are followed, and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must be able to organize/prioritize work to ensure that baked goods are ready by the time they are required;
4. Must possess basic mathematical skills and be able to read/write/speak English, read recipes, instructions, rules, etc.;
5. Must be able to deal with pressure of frequent interruptions and multiple activities necessary to meet kitchen production schedule;
6. Must be able to learn and understand recipes, menus, sanitation regulations/procedures, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a kitchen environment.

Tools & Equipment Used: Ovens, knives, mixers, scales, measuring equipment, and assorted kitchen equipment/utensils. Safety equipment includes gloves/apron, safety glasses, and safety shoes as needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as baker or baker's helper. Must be knowledgeable of all doughs and be able to create pastries. Time spent in these classifications in attaining accredited certification can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Body and Fender Mechanic Operator

JOB CODE : 036567

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent performs specialized repair of damage to vehicles including bodywork, welding, repainting, and glass replacement on various types of transportation and construction equipment.

DIMENSIONS

The incumbent reports to a Body and Fender Mechanic Operator Foreman, a general foreman, or an exempt supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Uses tools such as hammers and forms and epoxies fillers to repair damage to bodywork including fenders and interiors of construction and transportation vehicles;
2. Sands the finish using power and hand-held sanders; applies primer to damaged parts of the vehicles' body;
3. Mixes various automotive paints to match the original finish and applies the paint using spray equipment to touch up or repaint vehicles;
4. Removes, replaces, or repairs glass and hardware to specifications;
5. Repairs/replaces defective or damaged latch equipment on vehicle doors/windows;
6. Uses welding equipment and torches to repair or remove damaged or worn-out parts;
7. May repair/replace worn-out upholstery;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required;

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking on concrete surface for up to one-quarter to one-half mile per shift;
2. Occasionally sitting/laying on floor while working on equipment;
3. Frequent lifting/carrying up to 25 to 50 pounds of equipment (i.e., door assemblies, etc.) for distances of 1 to 20 feet;
4. Frequent pushing/pulling using 35 to 50 pounds of force while moving/wrenching parts and materials.
5. Frequent climbing of ladders and step stools while painting large equipment;

Body and Fender Mechanic Operator

6. Constant bending/twisting at knees/waist/neck while performing duties;
7. Constant kneeling/crouching while installing/repairing equipment;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while using hand or power tools; overhead reaching required;
9. Constant use of sight ability in performing duties; visual requirements include visual acuity near-, mid-, and far-range field of vision, accurate color perception and hand/eye/foot coordination;
10. Occasional to frequent use of speech/hearing abilities to communicate with coworkers/supervisors; giving/receiving instructions/information requires good speech/hearing ability;
11. Good sense of smell is necessary in identifying materials such as paints and solvents;
12. Occasionally required to work in awkward positions while performing job duties.

Mental

1. Constant concentration, mental alertness, and attention to detail are required in order to perform work to exact technical specifications and maintain a safe work environment;
2. Good verbal communication is necessary in routine exchanges and communication with coworkers/supervisors and in giving/receiving instructions;
3. Must possess good written communication skills in order to fill out forms, daily time sheets, etc.;
4. Must be able to read/write/speak English and understand information/instructions, parts manuals, catalogues, etc.;
5. Must possess basic mathematical skills;
6. Must possess good reasoning skills and mechanical ability in order to solve problems (i.e., door locks, etc.);
7. Must be able to deal with work pressures involving time constraints/deadlines.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an indoor, partially climate-controlled repair shop.

Tools & Equipment Used: Hand/power tools, jacks, hydraulic hoses, pneumatic tools, welding equipment, and paints/solvents; **safety equipment** such as hard hat, safety glasses, steel-toed safety shoes, gloves, apron, welders face-shield, and other equipment when needed. Use of a breathing respirator and hearing protection can also be required.

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires two years of experience in body and fender repair and painting.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Body and Fender Mechanic Operator Foreman

JOB CODE : 036561

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises a small crew of Body and Fender Mechanic Operators who repair damage to vehicles including bodywork, welding, repainting, upholstery work, and glass replacement on various types of transportation and construction equipment. This is a working supervisor position.

DIMENSIONS

The incumbent reports to a general foreman or an exempt supervisor and supervises Body and Fender Mechanic Operators.

NATURE AND SCOPE

1. Plans daily work schedules, issues material and tools, reviews and evaluates work performed, and directs a crew of Body and Fender Mechanic Operators in the performance of their duties; may perform all duties assigned to craft workers;
2. Establishes and adjusts work sequences to meet work schedules, inspects and makes proper reports regarding work in progress, and assigns priorities;
3. Recommends the type and amount of materials, parts, and equipment to be kept in stock;
4. Tracks materials inventory and maintains required records, assigns priorities, and inspects/evaluates the work of employees being supervised;
5. Provides expert information and answers technical questions regarding the work assigned to the Body and Paint Shop in the Fleet Operations Department;
6. Completes employee time sheets and craft evaluation cards;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking on concrete surface up to one-fourth to one-half mile per shift;
2. Occasionally sitting/laying on floor while working on equipment;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Body and Fender Mechanic Operator Foreman

3. Frequent lifting/carrying up to 25 to 50 pounds of parts, equipment, tools, or door assemblies carrying a distance up to 1 to 20 feet;
4. Frequent pushing/pulling using up to 35 to 50 pounds of force while moving/wrenching parts and materials;
5. Occasional climbing of ladders and step stools while painting large equipment;
6. Frequent bending/twisting at knees/waist/neck while performing duties;
7. Frequent kneeling/crouching while installing/repairing/inspecting equipment;
8. Constant use of both hands/arms in grasping/reaching/handling/fingering while using hand and power tools; overhead reaching required;
9. Constant use of sight ability in installing/repairing/inspecting work; visual requirements include visual acuity in near-, mid-, and far-range field of vision, accurate color perception, and hand/eye/foot coordination;
10. Constant use of speech/hearing ability in communication with coworkers/supervisors while giving/receiving instructions/information, etc.;
11. Occasional use of sense of smell is necessary in identifying materials such as paints and solvents;
12. Occasionally required to work in awkward positions while performing job duties.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an indoor, partially climate-controlled repair shop.

Tools & Equipment Used: Hand/power tools, jacks, hydraulic hoses, pneumatic tools, welding equipment, and paints/solvents; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, gloves, apron, welder's face-shield, and other equipment when needed. Use of a breathing respirator and hearing protection can also be required.

Body and Fender Mechanic Operator Foreman

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires two years of experience in body and fender repair and painting.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Bull Gang Foreman

JOB CODE : 032502

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises Bull Gang crews, in addition to being proficient in performing all the duties of a Bull Gang worker.

DIMENSIONS

The incumbent reports to a Shifter or exempt supervisor and supervises a crew of Bull Gang workers.

NATURE AND SCOPE

1. Coordinates bull gang activity with mining construction and experimenter personnel; is responsible for underground and surface bull gang crew members; may perform same duties as craftspeople being supervised;
2. Supports various underground crafts;
3. Is proficient in railroad construction/maintenance and drainline installation/maintenance; is proficient in the care and placement of dewatering pumps;
4. Supports concrete/grout placements;
5. Orders stock supplies and assures bull gang equipment and tools are maintained and repaired;
6. Conducts safety meetings; evaluates safety performance; assures a safe workplace with a salutary environment; consults radiation monitors, if necessary; and assures that protective gear is adequate;
7. Provides a tally of work accomplished;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking on uneven terrain throughout work shift up to two to three miles per shift depending upon work location;
2. Frequent lifting/carrying rail, materials/supplies up to 25 to 100 pounds;
3. Constant pushing/pulling using both hands/arms exerting a force between 10 and 75 pounds while moving materials/operating heavy equipment;
4. Occasional climbing ladders/stairs/steps in work area;

Bull Gang Foreman

5. Constant bending/twisting at waist/knees/neck and working in awkward position throughout work shift;
6. Frequent kneeling/crouching/crawling throughout work shift may be required;
7. Constant use of both hands/arms reaching/grasping/gripping while utilizing hand tools and other equipment; worker subject to vibration from use of sinking hammer, jackhammers, and power tools/equipment;
8. Constant use of sight required; excellent hand/eye/foot coordination is necessary in use of power tools; depth perception and peripheral vision are required to maintain safe work environment; visual near-, mid-, and far-range is required to perform job duties safely/accurately;
9. Constant use of speech/hearing abilities communicating with coworkers/supervisors and maintaining a safe work environment;
10. Frequent working in awkward positions and confined work spaces; working with arms extended overhead for prolonged periods of time; occasional jumping may be required.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors or underground in tunnels/downshafts.

Tools & Equipment Used: Hand tools, flashlight, air hammer, jackhammer, picks, shovels, and other equipment as needed. Safety equipment includes hard hat, safety glasses, safety belt, steel-toed safety shoes, eye/hearing protection, and respirator.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of underground bull gang experience is required. Equivalent experience will be accepted in the mining classifications.

Bull Gang Foreman

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be qualified/fitted with a respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Bull Gang Worker

JOB CODE : 032508

DATE PREPARED : July 21, 1992

Revised: December 2, 1993

SUMMARY STATEMENT

The incumbent works in underground or surface operations performing tasks associated with the digging and removal of excavated material.

DIMENSIONS

The incumbent reports to a Bull Gang Foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Lays ties and rail and repairs track; lifts and carries steel or wood ties, rail, fish plates, and accessories from flat cars to work area; spikes or clips rail to ties; connects, aligns, and grades track using spike hammer, pick, shovel, and other hand tools; bends rail with rail-bending machine; and installs frogs and switches;
2. Digs drainage ditch with air hammer, pick, and shovel and then hand mucks into muck cars;
3. Offloads supply train and carries materials, tools, and supplies to work areas;
4. Supports miners, carpenters, pipe fitters, wiremen, core drillers, and users;
5. Keeps main haulage drifts and work areas clean and in a safe working condition;
6. Hand carries and places sandbags and lead bricks in drifts for stemming and shielding purposes;
7. Vibrates concrete inside of forms and support grout pours;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs.
9. Performs related work as assigned;

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking on uneven terrain throughout work shift up to 2 to 3 miles per shift, depending upon work location;
2. Frequent lifting/carrying rail or materials/supplies up to 25 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds;
3. Constant pushing/pulling using both hands/arms exerting a force between 10 to 75 pounds while moving materials/operating heavy equipment;
4. Occasional climbing ladders/stairs/steps in work area;
5. Constant bending/twisting at waist/knees/neck and working in awkward position throughout work shift.

Bull Gang Worker

6. Frequent kneeling/crouching/crawling throughout work shift may be required;
7. Constant use of both hands/arms reaching/grasping/gripping while utilizing hand tools and other equipment; worker subject to vibration from use of sinking hammer, jackhammers, and power tools/equipment;
8. Constant use of sight required; excellent hand/eye/foot coordination is necessary in use of power tools; depth perception and peripheral vision are required to maintain safe work environment; visual near-, mid-, and far-range is required to perform job duties safely/accurately;
9. Constant use of speech/hearing abilities while communicating with coworkers/supervisors and maintaining a safe work environment;
10. Frequent working in awkward positions and confined work spaces or working with arms extended overhead for prolonged periods of time; occasional jumping may be required.

Mental

1. Constant attention to detail when operating equipment and maintaining alert vigil in highly hazardous working conditions;
2. Must be able to read/write/speak English and understand technical information, drawings, schematics, and Material Safety Data Sheet guidelines;
3. Must possess basic mathematical skills;
4. Must be able to work under pressures of hazardous work conditions while maintaining work schedules as assigned;
5. Must be able to work effectively in a small-team environment while working independently to meet work goals.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors or underground in tunnels/downshafts.

Tools & Equipment Used: Hand tools, flashlight, air hammer, jackhammer, picks, shovels, and other equipment as needed. Safety equipment includes hard hat, safety glasses, safety belt, steel-toed safety shoes, eye/hearing protection, and respirator.

REQUIRED TRAINING AND WORK EXPERIENCE

No experience is required. Must be willing to work underground and be physically able to perform the duties.

OTHER SPECIAL QUALIFICATIONS

Must be qualified/fitted with a respirator. Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Butcher

JOB CODE : 030408, 030467

DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares meats in required portion forms for use in kitchens according to proper production and sanitation procedures.

DIMENSIONS

The incumbent reports to the Head Butcher or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Cuts, trims, bones, ties, and grinds meats using butcher's cutlery and power equipment to portion and prepare meat in cooking form;
2. Cuts, trims, and bones carcass sections or prime cuts using knives, meat saw, cleaver, or bandsaw to produce cooking cuts such as roasts, steaks, chops, stew cubes, and ground meat;
3. Follows proper sanitation standards while maintaining a "clean-as-you-go" environment; wears proper sanitation attire including whites, apron, hairnet, if required, cap, and gloves;
4. Cuts and weighs meat for individual servings; shapes and ties roasts;
5. Tends electric grinder to grind meat;
6. May receive, inspect, and store meat upon delivery; may record quantity of meat received and issued to cooks; may clean fowl and fish;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as assigned;

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout work shift;
2. Constant lifting/carrying meat/trays up to 15 pounds; frequent lifting up to 30-pound large pieces of meat/equipment; occasional lifting up to 50 pounds;
3. Frequent pushing/pulling using both hands/arms cutting/sawing/chopping meat, opening doors, using knives, and cleaning, exerting force of 5 to 40 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter, cutting meat, storing in refrigerators, cleaning, etc.;

Butcher

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while cutting meat, operating equipment, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with cooks, coworkers, and supervisors;
8. Frequent use of sense of smell in determining freshness and quality of food being handled.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that meat is prepared according to requirements and sanitary regulations and maintaining safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English and read instructions, rules, order sheets, etc.;
4. Must be able to learn/understand meat cutting instructions and diagrams;

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen.

Tools & Equipment Used: Knives, cleavers, meat saw, bandsaw, meat grinder, and assorted kitchen and cleaning equipment. Safety equipment includes gloves, apron, safety shoes, and safety glasses, if required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as butcher, butcher helper, apprentice, or trainee.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Carpenter

JOB CODE : 035203, 030203

DATE PREPARED : July 20, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent performs all phases of carpentry from cabinet-making to heavy construction on the basis of knowledge of system operations and study of building plans or working drawings.

DIMENSIONS

The incumbent reports to a Carpenter Foreman, Carpenter General Foreman, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Builds cabinets, shipping boxes, templates, or other related carpentry projects assigned by supervisor;
2. Sets forms; erects walls, beams, girders, columns, stud walls, sheet rock, and drop ceilings; builds steps, platforms, handrails, scaffolding, and any other related building construction;
3. Performs work in accordance with drawings, sketches, specifications, codes, and standards;
4. Assembles instrument shock mounts in compliance with Company standards and specifications;
5. Is capable of setting up power saws for different cuts; maintains ability to use drills, planes, and routers;
6. Has ability to maintain power tools (i.e., changing blades, belts, and cutters);
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout shift on all types of surfaces, uneven terrain, indoors and outdoors; up to one-quarter mile per shift;
2. Occasional sitting while working at ground level or during breaks/lunch;
3. Constant lifting/carrying tools, equipment, and lumber up to 50 pounds; occasionally up to 65 pounds of larger materials such as 2 x 12s;
4. Frequent pushing/pulling using both hands/arms while moving equipment, putting up drywall, etc., exerting up to 35 to 50 pounds of force;
5. Frequent climbing/balancing on stairs, ladders, scaffolding while performing installations or repairs at heights up to 8 to 10 feet;

Carpenter

6. Constant bending/twisting at waist/knees/neck while performing job duties;
7. Occasional kneeling/crouching while performing duties at or near ground level; occasional working in confined spaces (i.e., attics);
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using tools and equipment; overhead reaching required;
9. Constant use of sight abilities in performing duties and in maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination and visual acuity in near- and mid-range vision;
10. Constant use of speech/hearing abilities in communicating with customers, coworkers, and supervisors.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in performing construction and repairs according to specifications and in maintaining a safe work environment;
2. Must be able to plan/organize work in order to complete all assignments in a timely manner;
3. Must possess good mechanical aptitude and spatial reasoning abilities in order to develop procedures and determine best method to accomplish desired results;
4. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
5. Must be able to read and understand technical information, Material Safety Data Sheets, work orders, blueprints, and diagrams;
6. Must be able to deal with multiple tasks;
7. Must be able to read/write/speak English and possess good communication skills in order to deal with customers, coworkers, and supervisors in a professional and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 30 percent indoors in shop and 70 percent outdoors under all types of conditions including elevations up to 6,700 feet, underground in tunnels or mines, on drilling rigs, etc.

Tools & Equipment Used: Hand/power tools including hammers, saws, drills, tapes, etc., and shop equipment; safety equipment including gloves, hard hat, safety shoes, rain gear, safety glasses, hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a journeyman carpenter or completion of a recognized apprenticeship program required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualify for respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Carpenter Foreman

JOB CODE : 030202, 035203

DATE PREPARED : July 27, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directly supervises journeyman carpenters according to instructions received from a general foreman or salaried supervisor and possesses significant knowledge of the carpentry trade from cabinetry to heavy construction.

DIMENSIONS

The incumbent reports to a Carpenter General Foreman or directly to an exempt supervisor and supervises a crew of craftspeople.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to assigned craft team; may perform same duties as craftspeople being supervised;
2. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel; directs employees to ensure that work is of good quality and is performed in a timely manner;
3. Interprets specifications, blueprints, drawings, and job orders as needed for area of supervision; tracks materials inventory and maintains required records; makes material take offs; orders supplies and materials required for each job;
4. Interprets Company policies and directs employees to comply with the applicable environmental, safety, and health policies and procedures;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout shift on all types of surfaces, uneven terrain, indoors and outdoors; up to one-quarter mile per shift;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Carpenter Foreman

2. Occasional sitting while working at ground level or during breaks/lunch;
3. Constant lifting/carrying tools, equipment, and lumber up to 50 pounds; occasionally up to 65 pounds of larger materials such as 2 x 12s;
4. Frequent pushing/pulling using both hands/arms while moving equipment, putting up drywall, etc., exerting up to 35 to 50 pounds of force;
5. Frequent climbing/balancing on stairs, ladders, scaffolding while performing installations or repairs at heights up to 8 to 10 feet;
6. Constant bending/twisting at waist/knees/neck while performing job duties;
7. Occasional kneeling/crouching while performing duties at or near ground level; occasional working in confined spaces (i.e., attics);
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using tools and equipment; overhead reaching required;
9. Constant use of sight abilities in performing duties and in maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination and visual acuity in near- and mid-range vision;
10. Constant use of speech/hearing abilities in communicating with customers, coworkers, and supervisors.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that carpentry construction and repair is performed according to specifications and regulations and in maintaining a safe work environment;
2. Must be able to plan/organize work in order to complete all assignments in a timely manner;
3. Must be able to use independent judgement and problem-solving skills to determine materials/parts/equipment requirements and resolve problems;
4. Must possess good mechanical aptitude, spatial reasoning abilities, and ability to apply knowledge and experience to current situation in order to develop procedures and determine best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read and understand technical information, manuals, Material Safety Data Sheets, work orders, blueprints, and diagrams;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess good interpersonal and oral/written communication skills in order to deal with all levels of personnel in an effective and professional manner and to complete required paperwork accurately;
9. Must possess good supervisory/leadership skills in order to provide guidance and training to assigned personnel in an effective and positive manner;
10. Must be able to read/write/speak English.

Carpenter Foreman

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed approximately 30 percent indoors in carpentry shop and 70 percent outdoors under all types of conditions including elevations up to 6,700 feet, underground in tunnels or mines, on drilling rigs, etc.

Tools & Equipment Used: Hand/power tools including hammers, saws, drills, tapes, etc., and shop equipment; safety equipment including gloves, hard hat, safety shoes, rain gear, safety glasses, hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of actual experience as a journeyman carpenter or completion of a recognized apprenticeship program plus one year of experience required. Previous supervisory experience or assignment to a lead role is desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualify for respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Carpenter General Foreman

JOB CODE : 03021, 035601

DATE PREPARED : July 20, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent is directly responsible for supervision of Carpenter Foremen, Carpenters, or other craftspeople, their work performance, and safety; possess extensive knowledge of carpentry trade from cabinetry to heavy construction.

DIMENSIONS

The incumbent reports directly to an exempt supervisor and supervises other Carpenter Foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes and controls assigned craft teams through subordinate foremen to accomplish Company goals and objectives;
2. Makes recommendations on materials, parts, and equipment; assists in determining personnel assignments to work locations and scheduling work flow to maximize productivity;
3. Assists in formulating procedures and policies necessary for the efficient operation of the section; answers technical questions regarding craft operations;
4. Directs and verifies work order usage with work requests to prevent any overcharging; checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
5. Reviews craft cards to authenticate qualifications of craft workers committed to projects; conducts new employee orientation and assists in evaluating employee work performance; recommends personnel actions.
6. Conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen;
7. Assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
8. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs;
9. Assists in total quality management process improvements and customer satisfaction; surveys work areas for environmental, safety, and health conditions to assure compliance with Company policies; performs related work as required;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Carpenter General Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking throughout shift on all types of surfaces and uneven terrain, indoors and outdoors;
2. Frequent sitting at desk while performing administrative duties or while operating a vehicle;
3. Occasional lifting/carrying tools, equipment, lumber, and materials up to 50 pounds;
4. Occasional pushing/pulling using both hands/arms while inspecting/reviewing work being performed exerting up to 35 pounds of force;
5. Occasional to frequent climbing stairs, ladders, or scaffolding to reach work areas;
6. Occasional bending/twisting at waist/knees/neck while reviewing/inspecting work;
7. Occasional kneeling/crouching while inspecting work at or near ground level;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while inspecting work, demonstrating techniques, and performing administrative duties; some overhead reaching may be required;
9. Constant use of sight abilities in inspecting and reviewing carpentry work and performing administrative duties and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range vision;
10. Constant use of speech/hearing abilities in communicating with foremen, craftspeople, management, and others.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

Carpenter General Foreman

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 30 percent indoors in shop and 70 percent outdoors under all types of conditions including elevations up to 6,000 feet, underground in tunnels or mines, on drilling rigs, etc.

Tools & Equipment Used: Hand and power tools including hammers, saws, drills, tapes, etc., shop equipment, and general office equipment; safety equipment including gloves, hard hat, safety shoes, rain gear, safety glasses, hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a journeyman carpenter or completion of a recognized apprenticeship program required plus two years of experience required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualify for respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Carpenter Welder

JOB CODE : 030204

DATE PREPARED : July 22, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent assembles and welds lightweight metal structures and assemblies according to building plans or working drawings.

DIMENSIONS

The incumbent reports to a craft foreman, general foreman, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs work in accordance with drawings, sketches, specifications, codes and standards;
2. Assembles studs and welds lightweight structural members (steel or galvanized metal) and erects to form frame structure for metal buildings using manual arc welding process;
3. Measures, cuts, and welds plate steel or other steel members to form steel bulkheads using cutting torch, arc welding equipment, and hand tools;
4. Performs duties in compliance with Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
5. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout shift on all types of surfaces and uneven terrain, indoors and outdoors, up to one-quarter mile per shift;
2. Occasional sitting while working at ground level or during breaks/lunch;
3. Constant lifting/carrying tools/equipment/metal stock up to 50 pounds; assistive devices available for lifting/carrying to 100 pounds of larger materials such as 2 x 12s or metal stock;
4. Frequent pushing/pulling using both hands/arms while moving equipment or putting up drywall, metal assemblies, etc., exerting up to 35 to 50 pounds of force;
5. Frequent climbing/balancing on stairs, ladders, scaffolding while performing installations or repairs at heights up to 8 to 10 feet;
6. Constant bending/twisting at waist/knees/neck while performing job duties;
7. Occasional kneeling/crouching while performing duties at or near ground level; occasional working in confined spaces (i.e., attics);

Carpenter Welder

8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using tools and equipment; overhead reaching required;
9. Constant use of sight abilities in performing duties and in maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination and visual acuity in near- and mid-range vision;
10. Constant use of speech/hearing abilities in communicating with customers, coworkers, and supervisors.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in performing construction and repairs according to specifications and in maintaining a safe work environment;
2. Must be able to plan/organize work in order to complete all assignments in a timely manner;
3. Must possess good mechanical aptitude and spatial reasoning abilities in order to develop procedures and determine best method to accomplish desired results;
4. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
5. Must be able to read and understand technical information, Material Safety Data Sheets, work orders, blueprints, and diagrams;
6. Must be able to deal with multiple tasks;
7. Must be able to read/write/speak English and possess good communication skills in order to deal with customers, coworkers, and supervisors in a professional and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 30 percent indoors in shop and 70 percent outdoors under all types of conditions including elevations up to 6,000 feet, underground in tunnels or mines, on drilling rigs, etc.

Tools & Equipment Used: Hand/power tools, welding equipment, two-way radio, drill jumbos, jacklegs, tunnel boring machine, alpine miners, jackhammers, spaders, sinking hammers, wire mesh, shotcrete equipment, pumping equipment, conveyors, hoses, and other equipment as needed; safety equipment includes welding helmet, gloves, hard hat, safety shoes, rain gear, safety glasses, hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a carpenter/welder or completion of a certified apprenticeship program is required. Must certify on welding test.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Cement Mason
JOB CODE : 030303, 035303
DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent installs and finishes exposed surfaces of cement, concrete, and grouting materials in accordance with plans and specifications.

DIMENSIONS

The incumbent reports to a Cement Mason Foreman, general foreman, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs work in accordance with drawings, sketches, specifications, codes, and standards;
2. Sets formwork for forms one board high or less;
3. Finishes exposed surfaces of new (fresh) concrete pours as specified, including special finishes such as epoxy and iron filings;
4. Grouts anchor bolts, base plates, and embedded items in concrete as specified;
5. Patches existing concrete surfaces such as stairs, sidewalks, and loading docks as specified;
6. Performs duties in compliance with Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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Physical

1. Frequent standing/walking at jobsite for short distances on uneven terrain;
2. Frequent lifting/carrying 10 to 50 pounds of materials/supplies/tools up to 150 feet; assistive devices available for lifting/carrying up to 100 pounds of materials/supplies/tools;
3. Frequent pushing/pulling using one/both hands/arms while performing concrete work exerting up to 50 pounds of force;
4. Occasional climbing/walking on rebar and while performing work over forms;
5. Constant kneeling/crouching/crawling while installing/finishing cement/concrete surfaces;
6. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while using tools to perform job tasks;

Cement Mason

7. Constant use of sight abilities to perform job duties requiring near- and mid-range vision, and hand/eye coordination;
8. Frequent use of speech/hearing abilities while giving/receiving instructions, and in routine exchanges of information.

Mental

1. Attention to detail is required while monitoring routine processes and to perform job duties safely/efficiently;
2. Must be able to read/write/speak English and perform basic mathematical calculations;
3. Must possess sufficient reading skills and spatial aptitude to understand drawings/sketches/specifications/codes/standards necessary to job performance/completion;
4. Must be able to work with time constraints to meet work schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors exposed to typical Nevada weather conditions.

Tools & Equipment Used: Hand/power tools, rake, shovel/hoe, screed-power trowel, edging tools, pneumatic tools, wheelbarrow, and any other equipment necessary. Safety equipment includes hard hat, safety shoes, hearing/eye protection, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience in setting forms, screeds, and finishing of concrete surfaces or completion of a recognized apprenticeship program.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Cement Mason Foreman

JOB CODE : 030302, 035303

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises a crew of craftsmen, and installs/finishes exposed surfaces of cement/concrete/grouting materials in accordance with plans/specifications.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, and reviews work; provides directions to the craft work team under supervision of this position; may perform same duties as craftspeople being supervised;
2. Interprets specifications, drawings, and job orders as needed for area of supervision;
3. Establishes/adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
4. Tracks materials inventory, maintains required records, assigns priorities, and inspects/evaluates work of employees being supervised;
5. Makes recommendations on materials, parts, and equipment;
6. Analyzes/resolves work problems; checks work for accuracy;
7. Answers technical questions regarding craft operations;
8. Reviews time sheets to audit labor hours committed projects and to verify accuracy of hours being credited for payroll purposes; may study schedules and estimate work hour requirements for completion of job;
9. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking at jobsite for short distances on uneven terrain;
2. Frequent lifting/carrying 10 to 50 pounds of materials/supplies/tools up to 150 feet; assistive devices available for lifting/carrying up to 100 pounds of materials/supplies/tools;
3. Frequent pushing/pulling using one/both hands/arms while performing concrete work exerting up to 50 pounds of force;

Cement Mason Foreman

4. Occasional climbing/walking on rebar and while performing work over forms;
5. Constant kneeling/crouching/crawling while installing/finishing cement/concrete surfaces;
6. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while using tools to perform job tasks;
7. Constant use of sight abilities to perform job duties requiring near- and mid-range vision and hand/eye coordination;
8. Frequent use of speech/hearing abilities while giving/receiving instructions, and in routine exchanges of information.

Mental

1. Excellent verbal communication skills are required in routing exchanges of information, communicating with craft workers/foremen/supervisors, and in giving/receiving instructions; must possess good interpersonal skills and be able to delegate authority;
2. Good written communication is required while completing logs, reports, and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Excellent organization planning and scheduling skills are required;
5. Concentration, alertness, and attention to detail are necessary while evaluating work progress/performance and planning/scheduling work;
6. Must have excellent reasoning skills and be able to apply established procedures effectively, develop new procedures, and be an effective problem solver;
7. Must possess effective time management skills to ensure work completion in a timely/safe manner;
8. Must be able to supervise/train craft workers/foremen; must be able to provide overall leadership/motivation to assigned foremen/crews.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in office environment while performing administrative tasks and outdoors exposed to inclement weather conditions.

Tools & Equipment Used: Hand/power tools, wheelbarrow, and any other equipment necessary. Safety equipment includes hard hats, safety shoes, hearing/eye protection, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as a Cement Mason or completion of a recognized apprenticeship program.

OTHER SPECIAL QUALIFICATIONS

Previous supervisory experience desirable. Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Chef

JOB CODE : 030401, 030460

DATE PREPARED : May 25, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent oversees all kitchen production, service area setup and procedures, and sanitation of personnel and facilities.

DIMENSIONS

The incumbent reports to a Food Services Supervisor and has supervisory responsibility for cooks, pantry personnel, Vending Machine Attendants, Head Service Attendants, Butchers, and pastry chefs as assigned.

NATURE AND SCOPE

1. Instructs and assists in preparation of menu items; maintains consistency and quality of food items by insisting on and overseeing proper use of recipes;
2. Measures and mixes ingredients according to recipe; uses variety of kitchen utensils and equipment; observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked;
3. Ensures food items are available for menus including pantry and vending;
4. Inspects all walk-ins, reach-ins, and refrigerator drawers to ensure that perishable items are covered, dated, and properly rotated; leftovers are utilized; proper stock is maintained; and all sanitation requirements are followed; assists in forecasting food items for cycle menu;
5. Responsible for sanitation of kitchen, service area, butcher shop, and bake shop; ensures that all personnel follow a "clean-as-you-go" working environment;
6. Coordinates lunch and dinner work assignments with Second Cooks;
7. Ensures that Command Post menu items are prepared and on the truck within established time frame;
8. Participates in daily menu evaluation with supervisor; ensures that all line food items meet with proper requirements and standards prior to serving;
9. Ensures that all menu items and personnel are at assigned stations for meal periods;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Chef

2. Frequent lifting/carrying food/supplies up to 25 pounds; occasional lifting up to 50-pound loaded trays/supplies;
3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc., exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to recipes and standards, ensuring that all sanitation procedures are followed, and in maintaining a safe work environment;
2. Must be able to supervise and provide leadership to all kitchen and line personnel to ensure completion of all functions in a timely, high quality, and professional manner;
3. Must be able to plan/organize/delegate work to maintain kitchen production schedule and ensure that all functions are completed within established time frames;
4. Must possess effective oral/written communication/interpersonal skills to maintain efficient operations;
5. Must possess basic mathematical skills and be able to read/write/speak English and read instructions, rules, etc.;
6. Must be able to deal with pressure of frequent interruptions, problem-solving, and maintaining kitchen production schedule;
7. Must be able to develop/learn/understand and keep up with changes in recipes/menus and sanitation regulations/procedures.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, chemical/cleaning solutions, and assorted kitchen utensils/equipment. Safety equipment includes safety glasses/shoes and eye/hearing protection.

Chef

REQUIRED TRAINING AND WORK EXPERIENCE

Seven years of experience in cooking classifications; must include three years as chef, sous chef, banquet cook, second cook, or saucier. Time spent in these classifications and in attaining accredited certification can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording, "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Combination Heavy-Duty Repairman & Welder

JOB CODE : 031548, 036548

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent troubleshoots, repairs, and maintains heavy-duty trucks and associated construction equipment; performs welding operations and modifications as required.

DIMENSIONS

The incumbent reports to a Combination Heavy Duty Repairman & Welder Foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Repairs and maintains heavy-duty trucks of greater than one-ton capacity and the equipment associated with these vehicles;
2. Operates sophisticated diagnostic equipment to troubleshoot or check electrical, electronic, pneumatic, hydraulic, and mechanical systems and subassemblies;
3. Identifies and performs required welding operations according to REECo Welding Procedure Specifications, General Welding, Standards-Welder Qualifications, applicable General Welding Standards, and other approved specifications as applicable;
4. Uses all types of tools including electric and pneumatic, hydraulic equipment, conventional mechanic and machinist hand tools, and other necessary devices;
5. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop or outdoors at times;
2. Occasional sitting while working on equipment or while operating equipment/vehicles;
3. Frequent lifting/carrying up to 10 to 50 pound parts, tools, and equipment for distances of up to 50 feet; assistive devices available for lifting/carrying of up to 100 pounds of parts, tools, and equipment;
4. Frequent pushing/pulling exerting up to 35 to 50 pounds of force using one or both hands/arms while moving equipment or using large tools; occasionally exerting force up to 75 pounds;
5. Occasional frequent climbing/balancing on ladders while performing job duties;
6. Constant bending/twisting of knees/waist/neck; often working in awkward positions while making repairs;

Combination Heavy-Duty Repairman & Welder

7. Frequent kneeling/crouching while performing installation/repairs of equipment;
8. Constant use of hand/arms grasping/fingering/gripping/handling while installing/repairing equipment; at times work with arms extended and overhead;
9. Constant use of sight abilities while inspecting/repairing equipment; visual requirements include hand/eye/foot coordination and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers and supervisors and providing customer/vendor service.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in installing/repairing equipment to proper specifications and in maintaining a safe work environment;
2. Must be able to follow oral/written instructions and apply knowledge and experience toward completing all assignments in a timely manner;
3. Must be able to read/understand technical manuals, catalogues, schematics, and Material Safety Data Sheet guidelines;
4. Must apply good mechanical aptitude and ability to identify malfunctions and apply problem-solving skills to all work;
5. Must possess good oral/written communication skills in order to deal with coworkers/supervisors and provide customer/vendor service in a professional and effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a shop environment, outdoors in all types of weather, or in underground facilities.

Tools & Equipment Used: Hand/power tools, pneumatic tools, welding equipment and tanks, crane, hoise, cargo lifts, manlifts, liftgates, generators, cargo tanks, pumps, aircraft refueling trucks, snowplow and sand spreader systems, small gasoline/diesel auxiliary or cargo system operating engines, fire engines and associated equipment including high pressure pumps/controls, and other equipment as needed; safety equipment may include hard hat, safety glasses, steel-toed safety shoes, welding helmet, face shield, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires three years of experience as a combination heavy-duty repairman and welder or completion of a recognized apprenticeship program.

OTHER SPECIAL QUALIFICATIONS

Must certify on welding test. Must possess a valid driver's license.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Combination Heavy-Duty Repairman & Welder Foreman

JOB CODE : 031547, 036547

DATE PREPARED : July 28, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directs, controls, organizes, and plans the work of a team of Heavy-Duty Repairmen or Combination Heavy-Duty Repairman.

DIMENSIONS

The incumbent reports to a Combination Heavy-Duty Repairman & Welder General Foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides direction to the craft work team; position; may perform same duties as craftspeople being supervised;
2. Interprets specifications, drawings, and job orders as needed for area of supervision;
3. Establishes and adjusts work sequences to meet work schedules using knowledge of capacities of equipment and assigned personnel;
4. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
5. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
6. Makes recommendations on materials, parts, and equipment; may perform same duties as craftsmen being supervised;
7. Analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations; conducts weekly safety meetings to promote safety consciousness;
8. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
9. May study schedules and estimate work hour requirements for completion of job;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasionally standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop, or outdoors at times;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Combination Heavy-Duty Repairman & Welder Foreman

2. Frequently sitting at work desk while performing administrative duties;
3. Occasional lifting/carrying up to 20 to 25 pounds of parts, tools, and equipment for distances of up to 50 feet;
4. Occasionally pushing/pulling exerting up to 35 pounds of force while demonstrating repair orders or assisting assigned craft personnel;
5. Occasional climbing/balancing on ladders, man lift, or scaffolding while inspecting project or supervising crew of craftsmen;
6. Occasional bending/twisting of knees/waist/neck;
7. Occasional kneeling/crouching while inspecting installation/repairs of equipment;
8. Constant use of hand/arms grasping/gripping/handling while assisting crew or processing paperwork; may at times work with arms extended and overhead;
9. Constant use of sight while inspecting/repairing equipment and monitoring work activities to ensure safe work environment;
10. Constant use of speech/hearing abilities in communicating with coworkers and supervisors and in supervising assigned crafts crew.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a shop environment or outdoors in all types of weather, depending on the job assignment. This position could require work at sites as much as 6,700 feet above sea level and/or work underground.

Tools & Equipment Used: Hand/power tools, pneumatic tools, and general office equipment; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

Combination Heavy-Duty Repairman & Welder Foreman

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires three years of experience as a Heavy-Duty Repairman/Welder.

OTHER SPECIAL QUALIFICATIONS

A valid driver's license is required. Must be qualified and able to demonstrate continued proficiency in accordance with REECO's General Welding Standard WQ-1, as described in the REECO Welding Manual, Volume II.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Combination Heavy-Duty Repairman & Welder General Foreman

JOB CODE : 031546, 036546

DATE PREPARED : July 28, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directs/controls the work of Heavy Duty Repairman Foremen and Combination Heavy Duty Repairman Welders.

DIMENSIONS

The incumbent reports directly to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals and objectives;
2. Assists in formulating procedures and policies necessary for the efficient operation of the section;
3. Makes recommendations on materials, parts, and equipment and assists in determining personnel assignments to work locations and in scheduling work flow to maximize productivity;
4. Directs and verifies work order usage with work requests to prevent any overcharging and checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
5. Reviews craft cards to authenticate qualifications of craft workers committed to projects; conducts new employee orientation, assists in evaluating employee work performance, and recommends personnel actions; conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen;
6. Assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
7. Answers technical questions regarding craft operations; assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collections needs, assists in total quality management process improvements and customer satisfaction; and surveys work areas for environment, safety, and health conditions to assure compliance with Company policies;
8. Assists in selecting the best method for repairs on vehicles; designs and drafts vehicle modifications; investigates all serious heavy-duty vehicle accidents;
9. Advises Fleet Control Section of the Fleet Operations Department on various types of new vehicles and equipment needed;
10. Coordinates the handling and disposal of all hazardous and nonhazardous materials;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Combination Heavy-Duty Repairman & Welder General Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking in office/shop on concrete surface or outdoors for distances of one-quarter to one-half mile;
2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional lifting/carrying 10 to 50 pounds of parts/tools/equipment a distance of up to 50 feet;
4. Occasional pushing/pulling doors/drawers;
5. Occasional climbing on ladders/scaffolding while inspecting/evaluating project or craft workers;
6. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/evaluating installations/repairs;
8. Frequent use of both hands/arms grasping/gripping/handling/fingering while performing administrative duties; may at times work with arms extended/overhead;
9. Constant use of sight while inspecting/evaluating craft workers' projects and monitoring craft projects/workers;
10. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

Combination Heavy-Duty Repairman & Welder General Foreman

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a shop environment or outdoors in all types of weather, depending on the job assignment. This position could require work at sites as much as 6,000 feet above sea level and/or work underground.

Tools & Equipment Used: Hand/power tools, pneumatic tools, and general office equipment; safety equipment includes hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

The incumbent must have three years of experience working as a Combination Heavy-Duty Repairman & Welder Foreman. Company experience desirable. Must certify on welding test.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Incumbents in this position should have the ability to perform the duties of M&O Inspector/Repairman Welder Foreman, if needed, including all normal M&O Quality Control Inspector customer service and inspection duties. In addition, incumbents should be able to provide supervision of other M&O Inspector/Repairman Welder Foremen, in any area of the NTS with Fleet Operations Light Duty Shop services, by coordination and prioritization of work activities, quality checking of inspection, documentation, personnel time reporting, and similar duties as provided for, and limited by, the M&O craft labor contract.

This position provides significant input into the selection of replacement Quality Control Inspectors and Foremen. Assures adequate training of new Quality Control Inspectors and Foremen.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Combination Worker
JOB CODE: 037154
DATE PREPARED: October 6, 1993

SUMMARY STATEMENT

The incumbent is assigned to specific jobs which incorporate job duties of both driving and warehousing job classifications to enhance efficient operation of warehousing functions. This position is subject to all of the federal/state regulations and REECo policies, codes, and procedures applicable to either the Warehouse Clerk (Teamster), Stockroom Clerk (Teamster), Forklift Driver (Teamster), or the Light Duty Truck Driver positions. The incumbent may perform all or any portion of the below-listed duties. The classification is designed to be flexible.

DIMENSIONS

The incumbent reports to a foreman or an exempt supervisor. This position has no supervisory responsibility.

NATURE AND SCOPE

1. Performs issuing actions using an automated system and issues materials over the counter including packaging and preparation of shipping description, labels, drop point number, and any other required documentation such as delivery ticket; enters proper issuing information into computer;
2. Receives shipments including opening, checking for quality, and matching with purchase order; enters appropriate receiving data into computer;
3. Stocks/arranges materials in predetermined location throughout warehouse and adjacent compounds using forklifts and various other material handling equipment;
4. Controls hazardous materials in accordance with specific regulations for storage/handling/shipping;
5. Performs transport requirements driving any single vehicle (Type "C") not in excess of 26,000 pounds Gross Vehicle Weight Rating (GVWR) or more or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR; may drive vehicles which are placarded for hazardous materials;
6. Spots larger rated trucks within warehouse compounds only;
7. Performs a vehicle inspection before driving/operating his or her vehicle;
8. Maintains familiarity with appropriate truck transport equipment;
9. Prepares a written Driver Vehicle Inspection report at the completion of the day's work on each vehicle operated;
10. Supervises the loading and offloading of cargo onto his/her vehicle; secures vehicle's cargo in a safe and reliable manner to prevent damage, spills, or leaks;
11. Ensures that the proper license and certification to perform the required task is in possession;
12. Adheres to all applicable traffic regulations;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality, and security programs;

Combination Worker

14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional-to-frequent standing/walking on all types of terrain while performing job duties;
2. Occasional sitting while working at computer; frequent sitting while driving vehicle; driving duties may be subject to jarring/bouncing/vibration during equipment operation;
3. Frequent lifting/carrying 5 to 50 pounds of materials/supplies/office equipment; occasional lifting 50 to 100 pounds while loading/unloading vehicles using hand trucks/carts;
4. Frequent pushing/pulling using both hands/arms exerting a force up to 30 to 70 pounds while moving/sliding heavy safes/desks and other furniture items or while maneuvering hand truck/carts laden with materials/supplies;
5. Occasional climbing stairs/stapladders while moving equipment upstairs/downstairs or while stepping into vehicles;
6. Occasional kneeling/crouching while loading/unloading vehicles, moving furniture, and when inspecting vehicles;
7. Frequent pushing/pulling with both hands exerting 35 to 75 pounds of force while maneuvering hand trucks/carts laden with materials/supplies;
8. Frequent bending/twisting at waist/knees while loading/unloading vehicle and at waist/neck while driving;
9. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while loading/unloading, driving, working on computer, and when performing manual labor warehouse duties;
10. Constant use of sight abilities, good peripheral vision, depth perception, hand/eye/foot coordination, visual acuity in near-, mid-, and far-range of vision;
11. Constant use of speech/hearing abilities for customer/vendor service and while communicating with coworkers/supervisors;
12. Frequent use of smell to identify chemical spills/leaks of material being transported as support in safety awareness.

Mental

1. Good verbal communication skills are required in routing exchanges of information, communicating with coworkers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs and processing Vehicle Inspection Reports, Hazardous Materials checklist, and computer reports;
3. Must be able to read/write/speak English;
4. Basic mathematical skills are required;
5. Concentration, alertness, and attention to detail are necessary while monitoring routine processes and operating motor vehicles;

Combination Worker

6. Must have good reasoning skills to be able to apply established procedures effectively and safely;
7. Must be able to deal with time constraints to ensure project completion in a timely and safe manner;
8. Must be able to work without direct supervision.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed inside in warehouse or office environment and outdoors with exposure to all types of weather.

Tools & Equipment Used: Computer, telephone, general office equipment, material handling equipment (i.e., hand truck, carts, dollies, barrel jack, safe moving equipment, forklifts, and light duty trucks). Safety equipment includes hard hat, safety glasses, back belt, and steel-toed safety shoes.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience in warehousing, receiving, and issuing of materials is preferred; one year of experience working on computer terminals with skill in access/input/retrieval of information. Must have documented formal training in hazardous material transportation (D.O.T. CFR 49 and HM181) within 90 days of employment in the position. Knowledge of proper groundman forklift hand signals is required.

Two years of light duty truck driving experience within the last seven years may be required. Must be physically qualified in accordance with the Federal Motor Carrier Safety Regulations and be able to pass a driver skills test, administered by the Fleet and Equipment Department, for Commercial Driver License (CDL) standards. Must be 21 years or older.

OTHER SPECIAL QUALIFICATIONS

Valid Class "C" CDL with "H" endorsement is preferred. Must have Nevada driver's license before coming to work.

Basic computer skills are required. The incumbent will be required to attend REECo Hazardous Material Basic Course and obtain a 70 percent or better score on the exam.

Must certify on up to one-ton forklift operation and score 70 percent or better on the forklift qualification test.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Concrete Mobile Mixer Operator

JOB CODE : 031555, 036555

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent receives and stores bulk materials, blends dry materials, arranges for hauling to worksite, and mixes water with dry material in accordance with instructions from the Operator Foreman, Operator General Foreman, or salaried supervisor.

DIMENSIONS

The incumbent reports to an Operator Foreman or Operator General Foreman and has no supervisory responsibilities.

NATURE AND SCOPE

1. Operates mixers, blenders, forklift, loader, scales, and air compressors used for mixing cement, additives, and aggregate;
2. Reviews load sheets and verifies accuracy;
3. Maintains weekly inventory of materials and additives;
4. Cleans and performs maintenance on mixers, blenders, compressors, and related equipment;
5. Performs preventive maintenance and other basic maintenance and cleaning of pumping equipment;
6. Performs minor repairs on equipment as required;
7. Breaks bags of admixtures and adds to mix when small quantities are involved;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking up to two miles per shift;
2. Frequent lifting/carrying large hoses four to six inches in diameter and materials/supplies up to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of materials/supplies;
3. Frequent pushing/pulling using both hands/arms exerting a force up to 50 to 75 pounds while performing heavy wrenching/tightening activities;
4. Frequent-to-constant climbing/balancing required while climbing scaffolding, ladders, and stairs in and around work area;

Concrete Mobile Mixer Operator

5. Frequent bending/twisting at waist/knees/neck while cleaning and performing maintenance on equipment;
6. Frequent kneeling/crouching and sometimes crawling in and around equipment while inspecting or performing preventive maintenance;
7. Constant use of both hands/arms while reaching/grasping/gripping/fingering; may work overhead using tools for extended periods of time;
8. Constant use of sight abilities, good depth perception, hand/eye foot coordination, visual acuity in near- and mid-range;
9. Frequent use of speech/hearing abilities in maintaining safe work environment and communicating with coworkers/supervisors.

Mental

1. Must be able to read/write/speak English and have legible handwriting;
2. Must possess basic mathematical skills to be able to mix/blend dry materials accurately according to formula;
3. Frequent attention to detail required in monitoring multiple factors/processes and working in hazardous work environment;
4. Must be able to work irregular hours to meet production schedules as required;
5. Must be able to work independently performing assigned tasks;
6. Must be able to apply established procedures.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors under cover while working on metal platforms exposed to typical Nevada weather.

Tools & Equipment Used: Hand/power tools, hammer, wrenches, and other equipment as needed. Safety equipment includes face masks, respirator, gloves, safety belts, hearing/eye protection, and safety shoes.

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires one year of experience as an operator with some cementing experience or completion of a recognized apprenticeship program.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to meet certification as forklift operator. "Q" clearance may be required. Must be able to be qualified/fitted with respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Cook's Helper

JOB CODE : 030416, 030474

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent assists the Chef, Second Cook, Fry Cook, and/or Dinner Cook in preparation, seasoning, and cooking of soups, meats, vegetables, desserts, and other foodstuffs for consumption in restaurants.

DIMENSIONS

The incumbent reports to a Chef or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Learns to read menu to estimate food requirements and orders food from supplier or procures it from storage;
2. Takes instruction in and learns to adjust thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and steam kettles;
3. Assists in measuring and mixing ingredients according to recipe, using variety of kitchen utensils and equipment such as blenders, mixers, grinders, slicers, and tenderizers to prepare soups, salads, gravies, desserts, sauces, and casseroles;
4. Bakes, roasts, broils, and steams meats, fish, vegetables, and other foods under guidance;
5. Adds seasoning to food during mixing or cooking according to instructions from others;
6. Observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked;
7. Carves meat; portions food on serving plates; and adds gravies and sauces and garnishes servings to fill orders as directed;
8. May wash, peel, cut and shred vegetables and fruits to prepare them for use; may butcher chickens, fish, and shellfish as directed; may bake bread, rolls, cakes, and pastry as course of instruction permits;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies up to 25 pounds; occasional lifting up to 50-pound loaded trays/supplies;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Cook's Helper

3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc., exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to all procedures and instructions and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, chemical/cleaning solutions, and assorted kitchen utensils/equipment. Safety equipment includes safety glasses/shoes, and eye/hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

One year of experience as cook's helper or one year as dessert, pantry helper, dish-up, service attendant, or butcher.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Crane Operator

JOB CODE : 031505, 036560

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates gasoline, diesel, or LPG powered rubber-tired truck or track-driven crane equipped with either hydraulic powered telescoping boom and hydraulic driven winches for lifting/lowering loads or with lattice type boom, with gear driven or torque converter-driven winches for raising/lowering the boom and loads.

DIMENSIONS

The Crane Operator reports to an Operator Foreman, a construction foreman, or an exempt supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates rubber-tired or track-driven cranes rated from 3-ton to 900-ton to load, offload, stack, or move materials and equipment;
2. Raises, lowers, and/or swings various types of equipment and materials; stacks tower sections; raises and lowers; or positions emplacement rack and related parts;
3. Observes hand signals and/or receives instructions via radio while raising, lowering, swinging equipment/materials;
4. Moves rubber-tired or track-driven cranes from one area of construction site to another as job requires;
5. Changes boom configuration as required; load-tests cranes;
6. Keeps daily log and sees that equipment is maintained properly;
7. Performs lifting or material handling duties associated with this job; escorts wide loads from one location to another as required;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Occasional standing/walking while not operating machines on all types of terrains for short distances throughout work shift;
2. Frequent-to-constant sitting while operating various types of equipment and subject to bouncing/jarring/vibration depending upon type of terrain;
3. Occasional lifting/carrying 1 to 50 pounds of tools/equipment; assistive devices available for lifting/carrying up to 100 pounds of tools/equipment;

Crane Operator

4. Frequent pushing/pulling required while operating equipment using hand levers/steering wheels exerting a force up to 10 to 20 pounds;
5. Frequent climbing on/off equipment, up steps, or stationary ladder;
6. Frequent bending/twisting at waist/knees/neck while operating equipment;
7. May occasionally kneel/crouch while inspecting or performing minor maintenance on equipment;
8. Constant use of both hands/arms while reaching/grasping/gripping/fingering while operating equipment;
9. Constant use of sight abilities including depth perception, peripheral vision, hand/eye/foot coordination, visual acuity in near-, mid-, and far-range while operating equipment;
10. Frequent use of speech abilities required in communicating with coworkers, maintaining radio contact, alerting workers working in/around moving equipment; constant use of hearing abilities to communicate with coworkers, monitor equipment performance, and give/receive instructions.

Mental

1. Constant mental alertness, and attention to detail while operating equipment, often in hazardous situations, working around workers and/or other moving equipment;
2. Must be able to read/write/speak English;
3. Must possess basic mathematical skills;
4. Must have basic mechanical aptitude to identify equipment malfunctions and assist in equipment changes;
5. Must be able to work independently and perform all work that is assigned.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed inside climate-controlled cab of equipment or occasionally exposed to outdoor weather conditions.

Tools & Equipment Used: Hand/power tools, two-way radio, daily log, and other equipment as needed. Safety equipment includes hard hat, safety glasses, steel-toed safety shoes, and other equipment as needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Completion of a recognized apprentice program or a minimum of three years of experience is required. Cranes over 100-ton capacity may have special requirements to operate.

OTHER SPECIAL QUALIFICATIONS

Operators working event-related cranes must be certified and may be require to pass a medical fitness exam due to the sensitive nature of these assignments. Valid driver's license is required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Crushing Plant Engineer (Operating Engineer)

JOB CODE : 031530, 036530

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent assists with the installation, removal, and routine or scheduled maintenance required for the operation of portable or permanently mounted crushing plant and its supporting machinery using hand or power tools supplied by the Company to assist with maintenance/operation/installation/removal of crushing plants.

DIMENSIONS

The incumbent reports to an Operator Foreman or Operator General Foreman, and may have supervisory responsibility over a crew.

NATURE AND SCOPE

1. Must be able to safely operate a crushing plant according to Company procedures, applicable manufacturer procedures, directions from his/her foreman, and appropriate safety and environmental procedures;
2. Changes the rock screens according to the size of materials ordered by a material requisition or as directed by a supervisor;
3. Adjusts conveyor belts according to safe operating procedures by using power or hand tools provided by the Company;
4. Changes pulleys by removing nuts and bolts holding the old pulley and installing a proper size pulley required to obtain the belt speed specified by operating procedure;
5. Lubricates all fittings as scheduled using the proper lubricant called for in maintenance procedures;
6. Maintains a material stockpile to meet demand as directed by his/her foreman;
7. Maintains proper volume of materials being fed into crusher by adjusting belt and crusher speed;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking throughout work shift depending upon work assignment, often on concrete/gravel uneven surfaces; may walk two to three miles per shift during outside cleanup operations, depending upon tasks assigned;
2. Occasional sitting while performing some duties;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Crushing Plant Engineer (Operating Engineer)

3. Frequent lifting/carrying up to 50 pounds of parts/materials a distance of 100+ feet while installing/replacing crusher parts/equipment; assistive devices available for lifting/carrying up to 100 pounds of parts/materials;
4. Frequent pushing/pulling using both hands/arms exerting a force up to 50 to 75 pounds while installing/maintaining crusher equipment/parts;
5. Occasional climbing stairs/ladders while performing job duties;
6. Frequent bending/twisting at waist/knees/neck while performing manual labor tasks, wrenching, and installing/removing crusher machinery/parts;
7. Occasionally kneeling/crouching while performing inspections, equipment maintenance, and cleanup;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while using hand/power tools;
9. Constant use of sight ability with visual acuity near- and mid-range and good hand/eye coordination required;
10. Frequent use of speech/hearing ability required in working around hazardous areas, identifying malfunctions, giving/receiving instructions, and communicating with coworkers/supervisors;
11. May be required to work in awkward position to complete job tasks.

Mental

1. Constant mental alertness and attention to detail are required to adjust machinery accurately; good observation skills required to perform/complete job tasks;
2. Must be able to read/write/speak English; must possess basic mathematical skills;
3. Must be able to work independently/complete all tasks as assigned.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors under cover completely exposed to typical Nevada weather conditions.

Tools & Equipment Used: Hand/power tools, wrenches, hammers, ladders, and any other equipment necessary
Safety equipment includes hard hats, safety shoes, safety belts, hearing/eye protection, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience in the operation of crushing, screening, and conveyor equipment.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualify for respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Custodian
JOB CODE : 030502, 030504
DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent cleans and maintains office/housing/food service common areas and medical facilities at the Nevada Test Site.

DIMENSIONS

The incumbent reports to the Head Custodian or Food Service Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Cleans rooms and halls, performing any combination of the following duties: wiping surfaces, mopping, vacuuming, sweeping, replenishing supplies, dusting, polishing, and emptying trash receptacles;
2. Strips/waxes floors using hand/power equipment;
3. Selects appropriate cleaning supplies for job; maintains awareness of Material Safety Data Sheet guidelines on precautions of hazardous cleaning supplies;
4. Performs work within required time frames;
5. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying cleaning supplies/equipment/trash up to 20 pounds; occasional lifting up to 50-pound or heavier items including 5-gallon cans of supplies; assistance available for heavier items;
3. Frequent pushing/pulling using both hands/arms while mopping/sweeping/vacuuming/wiping surfaces, etc., exerting 5 to 30 pounds of force; occasionally exerting up to 50 pounds of force while moving furniture/equipment;
4. Constant bending/twisting at waist/knees/neck while performing duties;
5. Frequent kneeling/crouching while cleaning floors or lower level surfaces;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while cleaning/operating equipment; overhead reaching required;

Custodian

7. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements including depth perception, peripheral vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
8. Frequent use of hearing/speech abilities in communicating with coworkers and supervisors.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that facilities are cleaned properly according to established procedures and regulations and in maintaining a safe work environment; awareness required when handling biological waste at medical facility;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, read instructions, rules, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors.

Tools & Equipment Used: Mops, brooms, vacuums, buffers, cleaning solutions, and other cleaning supplies. Safety equipment includes safety glasses, steel-toed safety shoes, gloves, apron, and back support belt (optional).

REQUIRED TRAINING AND WORK EXPERIENCE

No experience required. Must be physically able to perform essential job functions.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Derrickman

JOB CODE : 036536, 031567

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent works as a member of a rig crew required to assist with the moving, installation, tearing down, and day-to-day operations of drilling rigs and associated equipment.

DIMENSIONS

The incumbent reports to the Driller Foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Maintains the mud end of pumps used in drilling operations by following instructions contained in equipment manuals and other associated documents;
2. Checks and records fluid levels in the drilling hole during the connection phase of operations;
3. Records the gallons per hour of drilling fluids flowing into and out of the drill hole by reading gauges and charts located on the drilling platform;
4. Logs hours of operation and the equipment identification number for various types of motors and pumps associated with drilling operations;
5. Latches drilling pipe and stabs the pipe when lowered into the drill hole; unlatches the pipe and stands the pipe back when it is raised out of the drill hole;
6. Retrieves drilling cuttings after each ten feet the drilling hole increases in depth or when required by geology specifications;
7. Assists operating engineer mechanics when necessary with the installation, repair, and maintenance of drilling equipment;
8. Mixes drilling fluids as directed by the shift supervisor according to operating instructions;
9. Inspects and lubricates the derrick and the crown as directed and reports conditions to the shift supervisor; records findings on the inspection report;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking on all types of surfaces including uneven terrain, outdoors, and in and around drilling rigs, approximately four to five miles per shift;

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i></p>

Derrickman

2. Occasional sitting on bench while equipment is operating smoothly;
3. Frequent lifting of tools, samples, and equipment up to 50 to 60 pounds; carrying short distances;
4. Frequent push/pull exerting up to 75 to 100 pounds of force using both hands/arms while working with drill pipes/collars while moving;
5. Occasional climbing stairs/ladders in and around drill rig up to heights of 50 to 120 feet, depending on type of rig;
6. Frequent bending/twisting at waist/knees/neck while catching samples with bucket and performing related duties;
7. Occasional kneeling/crouching may be required while installing/repairing mud pumps;
8. Frequent use of both hands/arms in reaching/handling/fingering/gripping while assembling/disassembling mud pumps using hand or power tools; frequent overhead reaching required;
9. Constant use of sight abilities for operating equipment, performing duties, and maintaining a safe work environment; visual requirements include: depth perception, hand/eye/foot coordination, visual acuity in near-, mid-, and far-range vision;
10. Constant use of hearing/speech abilities in communicating with coworkers, giving/receiving instruction, listening for equipment malfunctions, etc.;
11. Other physical demands include working in awkward positions/confined spaces.

Mental

1. Constant mental alertness and attention to detail required in operating/monitoring equipment, identifying malfunctions, taking samples, and maintaining a safe work environment;
2. Must be able to work independently without direct supervision and organize/prioritize work load to ensure completion of all tasks within established time frames;
3. Must be able to read/write/speak English and possess oral/written communication skills in order to communicate with coworkers and supervisors and complete paperwork; must be able to read/understand manuals, technical information, and sampling programs;
4. Must be able to deal with the pressure of meeting production schedules and working in hazardous conditions;
5. Must be able to apply established procedures and follow oral/written instructions;
6. Must possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in and around drill rigs with exposure to all types of weather conditions.

Tools & Equipment Used: Hand/power tools, buckets, manuals, logs, and motor vehicle; safety equipment includes respirator, hearing and eye protection, safety shoes, hard hats, safety belts/harnesses, and gloves.

Derrickman

REQUIRED TRAINING AND WORK EXPERIENCE

The incumbent should have two years of experience as a Derrickman on an oil field type of drilling rig or related drilling experience, or completion of the apprenticeship program.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Dinkey Locomotive Operator

JOB CODE : 031525, 036525

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates mine (dinkey) locomotive powered by electric or diesel engine underground to transport/shunt cars.

DIMENSIONS

The incumbent reports to a Shifter, Operator Foreman, Tunnel Walker, or other exempt supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates electric or diesel-powered locomotive to pull cars on a medium gauge track that is used to transport materials, equipment, muck, and personnel in all phases of underground operations;
2. Moves locomotive or train according to signals received from swamper such as vocal, whistle, hand, or waving of miner's lamp;
3. Controls movement of locomotive, both forward and reverse, by moving power control levers and foot pedal (dead man); operates manual braking mechanisms;
4. Makes up man, muck, and supply trains including any required material handling with assistance of swamper;
5. Checks fuel, water, and oil; services locomotive;
6. Controls tunnel signal blocks for safe operation of trains;
7. Makes mechanical checks on locomotive and reports malfunction to supervisor;
8. Completes equipment utilization log for each piece of equipment operated during the shift;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking while not operating train on all types of terrains for short distances throughout work shift;
2. Frequent-to-constant sitting while operating various types of equipment; may be subject to bouncing/jarring/vibration, depending upon type of terrain;
3. Occasional lifting/carrying 1 to 25 pounds of tools/equipment, sometimes up to 50 pounds;

Dinkey Locomotive Operator

4. Occasional pushing/pulling using both hands/arms required while operating equipment using hand levers/brakes exerting a force up to 20 to 25 pounds; sometimes up to 50 pounds of moving materials/supplies;
5. Frequent climbing on/off equipment, up steps, or stationary ladder;
6. Frequent bending/twisting at waist/knees/neck while operating equipment;
7. May occasionally kneel/crouch while inspecting or performing minor maintenance on equipment;
8. Constant use of both hands/arms while reaching/grasping/gripping/fingering while operating equipment;
9. Constant use of sight abilities including depth perception, peripheral vision, hand/eye/foot coordination, visual acuity in near-, mid-, and far-range while operating equipment;
10. Frequent use of speech abilities required in communicating with coworkers, maintaining radio contact, alerting workers working in/around moving equipment; constant use of hearing abilities in communicating with coworkers, monitoring equipment performance, and giving/receiving instructions.

Mental

1. Constant attention to detail while operating equipment, often in hazardous areas, and working around workers and/or other moving equipment;
2. Must be able to read/write/speak English;
3. Must possess basic mathematical skills;
4. Must have basic mechanical aptitude to identify equipment malfunctions and assist in equipment changes;
5. Must be able to work independently and perform all work that is assigned.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors and underground in tunnels exposed to outdoor weather conditions.

Tools & Equipment Used: Hand tools, flashlight, and other equipment as needed. Safety equipment includes hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

One year of experience as a mine locomotive operator or equivalent.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be qualified/fitted for respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Dinner Cook

JOB CODE : 030404, 030463

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares, seasons, and cooks soups, meats, vegetables, desserts, and other foodstuffs for consumption in restaurants.

DIMENSIONS

The incumbent reports to a Chef or Food Services Supervisor and has no supervisory responsibility; may perform in lead capacity.

NATURE AND SCOPE

1. Assists Second Cook in ensuring that all breakfast items are ready for opening;
2. Prepares soups, sauces, and entrees for Mercury cafeteria and Command Post snack bar;
3. Adjusts thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and steam kettles;
4. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment; adds seasoning to food during mixing or cooking;
5. Observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked;
6. Carves meat, portions food on serving plates, adds gravies and sauces, and garnishes servings to fill orders as directed; may work at carving station or as backup in serving line during meal periods;
7. May wash, peel, cut, and shred vegetables and fruits to prepare them for use; may butcher chickens, fish, and shellfish as directed; may bake bread, rolls, cakes, and pastry as time permits;
8. Maintains a "clean-as-you-work" environment at all workstations; cleans and details grill surfaces, drip pans, and snack line surfaces, floors, and boxes at end of meal periods;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies up to 25 pounds, occasional lifting up to 50-pound loaded trays/supplies;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Dinner Cook

3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc., exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to all procedures and instructions and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must be able to plan and organize work to ensure that all duties are completed within established time frames;
4. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.;
5. Must be able to deal with pressure of multiple processes/interruptions and maintaining kitchen production schedule.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, chemical/cleaning solutions, and assorted kitchen utensils/equipment. **Safety equipment** includes safety glasses/shoes and eye/hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

Five years of experience in a cooking classification which must include one year as a dinner cook, sauce cook, broiler cook, or preparation cook. Time spent in these classifications or in attaining accredited certification, can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Dishwasher/Potwasher

JOB CODE : 030421, 030477

DATE PREPARED : June 2, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates industrial dishwashing equipment to clean eating utensils, china, pots, pans, etc., according to sanitation and safety regulations.

DIMENSIONS

The incumbent reports to a Kitchen Steward or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates industrial dishwasher to clean flatware, dishes, pots, pans, etc.; monitors and adjusts water tank temperatures to proper specifications;
2. Prepares dishes for washing, loads into racks/baskets in proper configuration; returns pots/pans containing excess food for emptying before washing;
3. Washes/scrubs soiled pots and pans by hand; scrapes, sprays, and washes using brushes and steel wool if necessary; rinses and sanitizes according to procedures; stores properly when dry;
4. Ensures continual operation of conveyor belt to bring dirty dishes into dishwashing area; cleans conveyor and conveyor areas;
5. Cleans dishwashing machine, fills pot washing tanks, changes wash water when greasy, and changes rinse water when soapy;
6. Gathers dirty pots/pans and brings to pot washing area;
7. Performs general cleaning and straightening of dishroom/pot washing areas; cleans debris from floor grates and drains; empties trash; washes walls and racks; sweeps; sanitizes; etc.;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout work shift;
2. Frequent-to-constant lifting/carrying racks/baskets of dishes/glasses/flatware up to 40 to 45 pounds;
3. Frequent pushing/pulling while scrubbing pots with brushes/steel wool, sliding racks of dishes, pushing carts, and opening doors, exerting force of 10 to 30 pounds;
4. Occasional climbing stairs to collect pots/pans from some areas;

Dishwasher/Potwasher

5. Frequent bending/twisting at waist/knees/neck while washing pots/pans, cleaning, etc.;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating dishwasher, scrubbing, washing, and rinsing pots/pans, cleaning work areas, etc.; some overhead reaching required;
7. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include hand/eye coordination and visual acuity in near- and mid-range vision;
8. Frequent use of hearing/speech abilities in communicating with coworkers and supervisors;
9. Frequent use of sense of touch in feeling temperature and cleanliness of surfaces.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that duties are performed according to procedures and maintaining a safe work environment;
2. Must be able to follow oral and written instructions and established procedures;
3. Must be able to organize work load in order to complete all duties in a timely manner;
4. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in dishwashing/pot washing areas.

Tools & Equipment Used: Industrial dishwasher, conveyor belt system, carts, racks, baskets, brushes, steel wool, water tanks, industrial dishwashing solutions/soaps, gloves, and sanitary attire.

REQUIRED TRAINING AND WORK EXPERIENCE

No experience required.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Drill Helper (Core or Rotary)

JOB CODE : 031535

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent assists the Driller in setting up and operating drilling equipment to drill holes ranging from 6" to 144" in diameter. Performs variety of general labor duties.

DIMENSIONS

The incumbent reports to a Driller or the Driller Foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Assists Driller in equipment setup, runs casing, mixes mud, and performs general labor duties;
2. Lubricates, cleans, and maintains pump and drill rig; keeps location clean and orderly;
3. Keeps mud tanks full and regulates pump rate to ensure adequate circulation;
4. Makes hose and water swivel connections;
5. Assists Derrickman and Motorman-Oilfield in a variety of basic job functions;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent standing/walking for short distances up to one mile per shift on uneven outdoor terrain;
2. Frequent lifting of 40 to 50-pounds sacks of mixing mud, slips, elevators, tools, and drill bits, carrying for distances up to 20 to 40 feet; assistive devices available for lifting/carrying up to 100 pounds;
3. Occasional pushing/pulling with both hands/arms while using mechanical tongs, exerting up to 75 to 100 pounds of force;
4. Frequent climbing of stairs to rig floor, 5 to 30 feet, 6 to 7 times per shift;
5. Frequent bending/twisting at knees/waist/neck while pulling slips and elevators;
6. Occasional kneeling/crouching/crawling required;
7. Constant use of both hands/arms for reaching/handling/grasping/gripping while performing duties; some overhead reaching required;

Drill Helper (Core or Rotary)

8. Constant use of sight/hearing abilities while operating/monitoring equipment and vehicle, identifying malfunctions, and maintaining a safe work environment; visual requirements include depth perception, peripheral vision, hand/eye/foot coordination and visual acuity in near-, mid-, and far-range;
9. Constant use of speech ability in giving/receiving instructions and communicating with coworkers/supervisors.

Mental

1. Mental alertness, attention to detail, and accuracy are required while operating and monitoring equipment and maintaining a safe working environment under hazardous conditions;
2. Must be able to follow oral/written instructions, make decisions within established procedures, and complete all assignments in a timely manner;
3. Must be able to read/write/speak English to understand memoranda/manuals/instructions;
4. Must possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in and around drill rigs with exposure to all types of weather conditions. Work may be performed at elevations of up to 7,200 feet.

Tools & Equipment Used: Large pipe wrenches, files/hacksaws, grinders, drills, hand/power tools, shovels, pumps and compressors, manuals, logs, and motor vehicle; safety equipment includes respirator, hearing and eye protection, safety shoes, hard hats, safety belts/harnesses, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

Core Drill Helper requires one year of experience or any combination of related rotary (oilfield) motorman or diamond drilling experience which equals one year or more will be given consideration or completion of a recognized apprenticeship program. Rotary Drill Helper requires no experience, but must be physically able to perform the duties of a Rotary Drill Helper and must possess willingness to work underground.

OTHER SPECIAL QUALIFICATIONS

Valid drivers license is required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Driller (Core Drill Type)

JOB CODE : 031524

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent mobilizes, operates, and demobilizes equipment to obtain core samples of strata for analyzing geological characteristics of ground.

DIMENSIONS

The incumbent reports to an exempt supervisor and has no supervisory responsibility, but may direct the activities of Drill Helpers.

NATURE AND SCOPE

1. Makes up core barrel with hand tools which includes diamond bit, reaming shell, inner tube, and outer barrel;
2. Starts power unit, chucks rod mechanically or hydraulically, engages clutch and collars hole;
3. Regulates throttles to control rotating speed and penetration rate; assists in coupling additional rods to string as bit advances and in retrieving core barrel with wire line or by pulling rods;
4. Disassembles core barrel and puts core sample in box; trips rods to change bit using winch and hand tools;
6. Runs single-shot and multi-shot directional surveys using wire line winch, mud pump, and hand tools;
7. Maintains log of footage cored, core run number, cored intervals, feet of core recovered, directional surveys, bits, revolutions per minute, and abnormal coring conditions such as loss of circulation;
8. Runs PVC pipe or steel casing and cements completed cored hole from bottom to collar using grout pump and hand tools;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related craft work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
--

1. Constant standing/walking for short distances for long periods on all types of surfaces/uneven terrain, outdoors, and in and around drill rigs;
2. Frequent lifting/carrying up to 40 pounds of tools/equipment; assistive devices available for lifting/carrying up to 100-pound sacks of drilling mud carrying distances of 20 to 50 feet;
3. Frequent pushing/pulling exerting force up to 20 pounds while operating levers and equipment;
4. Occasional climbing stairs to drill rig floor up to 30 feet high, depending on rig size;

Driller (Core Drill Type)

5. Occasional bending/twisting at waist/knees/neck while performing duties;
6. May require occasional kneeling/crouching/crawling while correcting mechanical breakdowns;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating equipment controls;
8. Constant use of sight/hearing abilities while operating/monitoring equipment and vehicles, reading gauges, identifying malfunctions, and maintaining a safe work environment; visual requirements include depth perception, peripheral vision, hand/eye/foot coordination; visual acuity in near-, mid-, and far-range vision;
9. Constant use of speech ability in giving/receiving instructions and communicating with coworkers, supervisors, inspectors, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required while operating and monitoring equipment according to exacting procedures and maintaining a safe working environment under hazardous conditions;
2. Must be able to make decisions with limited information and without direct supervision;
3. Must be able to read/write/speak English to understand memoranda/manuals/instructions and complete logs/incident reports accurately;
4. Must possess good mathematical skills including fractions and decimals in order to measure/calculate lengths of pipe and drill, mud weights, and volumes of tanks;
5. Must possess good oral/written communications skills in order to communicate with coworkers, give/receive instructions, and exchange information.

WORKING CONDITIONS AND EQUIPMENT USED

Work is normally performed underground.

Tools & Equipment Used: Large pipe wrenches, file/hacksaws, grinders, drills, hand/power tools, shovels, pumps and compressors, manuals, logs, and motor vehicle; safety equipment includes respirator, hearing and eye protection, safety shoes, hard hats, safety belts/harnesses, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. This position requires completion of a recognized apprentice program or three years of experience as a core driller which provides familiarity with surface rig wire line conventional coring to 3,000 feet or more in depth. Consideration will also be given to any combination of related rotary (oilfield), diamond drilling, or Motorman-Oilfield experience which equals three years.

OTHER SPECIAL QUALIFICATIONS

Valid Commercial Driver's License required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Driller (Rotary or Oilfield)

JOB CODE : 031527

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent mobilizes, operates, and demobilizes various sizes of drill rigs and equipment needed to drill holes ranging from 6" to 144" in diameter. Works as a member of a crew consisting of a Driller, Derrickman, Motorman-Oilfield, and one or more Drill Helpers. The primary duties include placing equipment so that it lines up with the existing casing or survey marks and raising the mast; rigs may be gas, diesel, or electric powered and either rubber-tired or skid-mounted; holes are drilled to requirements for plumb, straightness, and depth as per criteria; operates drilling rig in most efficient way.

DIMENSIONS

The incumbent reports to an exempt supervisor and has no supervisory responsibility but may direct the activities of Drill Helpers.

NATURE AND SCOPE

1. Directs helpers; assists in picking up bit/stabilizers/drill collars or mandrel and weights to create a bottom hole assembly using a forklift, crane, or laydown line, and rotary or power tongs;
2. Operates drilling equipment; energizes throttle to control rotary speed, penetration rate, or hoisting speed; directs and assists in making connections;
3. Monitors downhole conditions to determine if bit should be replaced earlier than the scheduled bit change;
4. Directs and assists in trips to change bits and runs single-shot and directional surveys using the sandline;
5. Runs casing, if required, and assists cementers in cementing or gravel packing using pumps, tremmie lines, power tongs, rotary tongs, and hand tools;
6. Maintains a log of rig activities (i.e., footage drilled, number of joints in the hole, bits, surveys, revolutions per minute, weight on the bit, length of bottom hole assembly and drill pipe, pressure, accidents, repairs in progress, amount of fluid going in and out of the hole, type of fluid, and abnormal drilling conditions);
7. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
8. Inspects and completes Driller's section on rig inspection report;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

Driller (Rotary or Oilfield)

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Constant standing/walking for short distances for long periods on all types of surfaces/uneven terrain, outdoors, and in and around drill rigs;
2. Frequent lifting/carrying up to 40 pounds of tools/equipment; assistive devices available for lifting/carrying up to 100-pound sacks of drilling mud, carrying distances 20 to 50 feet;
3. Frequent pushing/pulling exerting force up to 20 pounds while operating levers and equipment;
4. Occasional climbing stairs to drill rig floor up to 30 feet high depending on rig size;
5. Occasional bending/twisting at waist/knees/neck while performing duties;
6. May require occasional kneeling/crouching/crawling while correcting mechanical breakdowns;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating equipment controls;
8. Constant use of sight/hearing abilities while operating/monitoring equipment and vehicles, reading gauges, identifying malfunctions, and maintaining a safe work environment; visual requirements include depth perception, peripheral vision, hand/eye/foot coordination; visual acuity in near-, mid-, and far-range vision;
9. Constant use of speech ability in giving/receiving instructions and communicating with coworkers, supervisors, inspectors, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required while operating and monitoring equipment according to exacting procedures, and maintaining a safe working environment under hazardous conditions;
2. Must be able to make decisions with limited information and without direct supervision;
3. Must be able to read/write/speak English to understand memoranda/manuals/instructions and complete logs/incident reports accurately;
4. Must possess good mathematical skills including fractions and decimals in order to measure/calculate lengths of pipe and drill, mud weights, and volumes of tanks;
5. Must possess good oral/written communications skills in order to communicate with coworkers, give/receive instructions, and exchange information.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in and around drill rigs with exposure to all types of weather conditions. Work may be performed at elevations of up to 6,700 feet.

Tools & Equipment Used: Large pipe wrenches, file/hacksaws, grinders, drills, hand/power tools, shovels, pumps and compressors, manuals, logs, and motor vehicle; safety equipment includes respirator, hearing and eye protection, safety shoes, hard hats, safety belts/harnesses, and gloves.

Driller (Rotary or Oilfield)

REQUIRED TRAINING AND WORK EXPERIENCE

Driller (Oil Field Type) requires completion of a recognized apprentice program or three years of experience as a Driller on oilfield-type rigs. Consideration will also be given to any combination of related experience such as Derrickman, Motorman-Oilfield, Drill Helper, or diamond drilling experience equaling three years. Driller (Rotary or Oilfield) requires one year of experience as a rotary drill operator on underground diamond drills or rotary drill helper with diamond driller or core driller experience.

OTHER SPECIAL QUALIFICATIONS

Valid Commercial Driver's License required. Must be fitted/qualify for respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Equipment Greaser

JOB CODE : 066514, 031514

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent lubricates, changes oil, and refuels all types of equipment.

DIMENSIONS

The incumbent reports to the Equipment Greaser Foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Lubricates all types of equipment with hand- or pressure-type grease guns;
2. Changes oil and filters as required; cleans/changes air filters as required; refuels equipment;
3. Checks/refills hydraulic systems, torque converters, and gear boxes;
4. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
5. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking outdoors on dirt/concrete/asphalt on uneven terrain for short distances;
2. Frequent sitting while driving vehicle between equipment locations;
3. Frequent lifting/carrying up to 11 to 25 pound filters, drain pans full of oil, etc., up to 12 to 15 times per shift; occasionally lifting/carrying 50 to 60 pounds;
4. Frequent pushing/pulling exerting force up to 35 to 50 pounds while pulling hoses from truck or loosening/tightening bolts using large wrenches;
5. Frequent climbing up to 6 to 15 feet while climbing on/off equipment while performing job duties;
6. Frequent bending/twisting at waist/knees/neck while servicing equipment/vehicles;
7. Frequent kneeling/crouching while servicing equipment/vehicles;
8. Constant use of both hands/arms reaching/grasping/gripping while operating controls and servicing equipment/vehicles; occasional overhead reaching while underneath equipment/vehicles performing job duties;
9. Constant use of sight abilities with visual acuity at near- and mid-ranges and hand/eye/foot coordination while performing service on equipment/vehicles;

Equipment Greaser

10. Frequent use of speech/hearing abilities while communicating with coworkers/supervisors, performing customer/vendor services, and in identifying malfunctions in equipment/vehicles;
11. May be required to work in awkward positions while performing job duties.

Mental

1. Mental alertness, and attention to detail is required to monitor routine processes, ensure spill prevention, and to operate motor vehicles while servicing equipment/vehicles;
2. Must be able to read/write/speak English to understand Material Safety Data Sheet guidelines/lube charts/procedures/reports;
3. Must possess basic mathematical skills;
4. Must be able to work independently on a one-man crew with no direct supervision;
5. Must possess leadership skills to be able to train others in assigned apprentice situations.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors exposed to typical Nevada weather conditions. Work is sometimes performed under shelter in a mobile unit or in an indoor shop environment.

Tools & Equipment Used: Hand tools, pneumatic equipment, measuring equipment, spill mitigation materials, lube truck, and other equipment as needed. Safety equipment includes hard hat, safety glasses, hearing protection, back support/belts (optional), and steel-toed safety shoes.

REQUIRED TRAINING AND WORK EXPERIENCE

One year of experience as a Journeyman Equipment Greaser, oiler, or equipment operator, or completion of apprenticeship program is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Valid Class "B" Commercial Driver License (CDL) Hazardous Materials endorsement may be required. Ability to obtain "Q" clearance is desirable. Must pass driving test, if a Class "A" CDL is required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Equipment Greaser Foreman

JOB CODE : 036516, 031516

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises construction operating engineer crews responsible for the lubrication, changing of oil, and refueling of all types of construction equipment.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Determines the makeup of crews, schedules work, orders tools and materials; assures that work assignments are completed satisfactorily; may perform same duties as craftspeople being supervised;
2. Supervises the lubrication, changing of oil, changing/cleaning of filters, fueling of equipment, and checking/refilling of hydraulic systems of all types of construction equipment as required by equipment manuals and preventative maintenance schedules;
3. May perform the duties by using all of the tools and being exposed to the same working/physical conditions of the Equipment Greaser craft;
4. Interprets and communicates specifications to his/her crew which are required for servicing construction equipment in the field or shop;
5. Assures that his/her crew follow/understand Company policies and procedures relating to all activities which impact the environment or the health/safety of all workers;
6. Prepares time sheets and craft evaluation cards, keeps records, and makes reports relating to the servicing of equipment;
7. Conducts safety meetings as required by management; assures all work is completed in a safe manner;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking outdoors on dirt/concrete/asphalt on uneven terrain for short distances;
2. Frequent sitting while driving vehicle between equipment locations;
3. Frequent lifting/carrying up to 11 to 25 pound filters and drain pans full of oil, etc., up to 12 to 15 times per shift; occasionally lifting/carrying 50 to 60 pounds;

Equipment Greaser Foreman

4. Frequent pushing/pulling exerting force up to 35 to 50 pounds while pulling hoses from truck or loosening/tightening bolts using large wrenches;
5. Frequent climbing up to 6 to 15 feet while climbing on/off equipment performing job duties;
6. Frequent bending/twisting at waist/knees/neck while servicing equipment/vehicles;
7. Frequent kneeling/crouching while servicing equipment/vehicles;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while operating controls and servicing equipment/vehicles; occasional overhead reaching while underneath equipment/vehicles performing job duties;
9. Constant use of sight abilities with visual acuity at near- and mid-ranges and hand/eye/foot coordination while performing service on equipment/vehicles;
10. Frequent use of speech/hearing abilities while communicating with coworkers/supervisors, performing customer/vendor services, and in identifying malfunctions in equipment/vehicles;
11. May be required to work in awkward positions while performing job duties.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;
9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;
10. Must be able to read/write/speak English.

Equipment Greaser Foreman

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors exposed to typical Nevada weather conditions. Work is sometimes performed under shelter in a mobile unit or in an indoor shop environment.

Tools & Equipment Used: Hand tools, pneumatic equipment, measuring equipment, spill mitigation materials, lube truck, and other equipment as needed. Safety equipment includes hard hat, safety glasses, hearing protection, back support/belts (optional), and steel-toed safety shoes.

REQUIRED TRAINING AND WORK EXPERIENCE

One year of experience as an Equipment Greaser or completion of apprenticeship program and one year of experience as an Equipment Greaser or comparable position.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Valid Class "B" Commercial Driver License with Hazardous Material endorsement is desirable.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Equipment Operator

JOB CODE : 031534, 031554, 031558, 031509, 036570, 036509

DATE PREPARED : May 21, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates gasoline/diesel powered equipment including rubber-tired and track-type tractors equipped with hydraulic operated dozers or rippers, scrapers, gasoline/diesel powered tractor with rubber tires or metal tracks which is equipped with boom and bucket or hoe-ram used to excavate trenches or pits and/or load/stack material such as aggregate, etc.

DIMENSIONS

The incumbent reports to an Operator Foreman or Operator General Foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Excavates or stock piles material on roads, drill pads, event sites, and construction sites;
2. Rips rock, cuts slopes, pushes scrapers, and digs sumps;
3. Cuts/fills in accordance to instructions from grade checker;
4. Feeds crushers or batch plants; removes aggregate from under conveyor belts;
5. Clears land of trees, rocks, etc., for construction sites;
6. Operates gasoline/diesel powered tractor type vehicles to excavate trenches, pits, cellars, etc., at construction sites;
7. Performs lifting or material handling duties associated with job; operates hoe-ram to fracture hard material;
8. Assures that machinery is maintained properly and fluid levels are adequate;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Occasional standing/walking while not operating machines on all types of terrain for short distances throughout work shift;
2. Frequent-to-constant sitting while operating various types of equipment and subject to bouncing/jarring/vibration depending upon type of terrain;
3. Occasional lifting/carrying 1 to 25 pounds of tools/equipment; assistive devices available for lifting/carrying up to 100-pound heavier items while assisting in changing of equipment attachments;

Equipment Operator

4. Frequent pushing/pulling using both hands/arms while operating equipment using hand levers/steering wheels exerting a force up to 20 to 25 pounds;
5. Frequent climbing on/off equipment or up steps or stationary ladder;
6. Frequent bending/twisting at waist/knees/neck while operating equipment;
7. May occasionally kneel/crouch while inspecting or performing minor maintenance on equipment;
8. Constant use of both hands/arms while reaching/grasping/gripping/fingering while operating equipment;
9. Constant use of sight abilities including depth perception, peripheral vision, hand/eye/foot coordination, visual acuity in near-, mid-, and far-range while operating equipment;
10. Frequent use of speech abilities required in communicating with coworkers, maintaining radio contact, alerting workers working in/around moving equipment; constant use of hearing abilities in communicating with coworkers, monitoring equipment performance, and in giving/receiving instructions.

Mental

1. Constant mental alertness and attention to detail while operating equipment, often in hazardous areas and working around workers and/or other moving equipment;
2. Must be able to read/write/speak English; must possess basic mathematical skills;
3. Must have basic mechanical aptitude to identify equipment malfunctions and assist in equipment changes;
4. Must be able to work independently and perform all work that is assigned.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed inside climate controlled cab of equipment or exposed to outdoor weather conditions.

Tools & Equipment Used: Hand/power tools and various types of equipment including dozers, loaders, scrapers, and cranes. Safety equipment includes hard hat, safety glasses, steel-toed safety shoes/gloves, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as an Equipment Operator or completion of recognized apprenticeship program.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Exchange Attendant

JOB CODE : 030430, 030472

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates a small convenience store within the Food Service Cafeteria of the Nevada Test Site.

DIMENSIONS

The incumbent reports to the head exchange attendant or a Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates cash register; provides customer service;
2. Stocks/maintains all inventory within store;
3. Displays items; keeps dated stock rotated as required;
4. Sells unopened bottles of alcoholic and nonalcoholic beverages to be taken from premises when licensed for sale of packaged goods;
5. Receives payment for amount of sale and makes change;
6. Maintains clean work environment;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking short distances throughout shift;
2. Frequent lifting/carrying of notions/food stuffs/ supplies up to 25 lbs.; occasionally lifting up to 35 pounds maximum;
3. Occasional pushing/pulling using both hands/arms while moving supplies;
4. Frequent bending/twisting at waist/neck while stocking shelves, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating cash register. receiving payment, etc.; some overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment;
7. Constant use of speech/hearing abilities in communicating with customers, coworkers, and supervisors

Exchange Attendant

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in making correct change, ordering supplies, and maintaining a safe work environment;
2. Must possess good interpersonal skills in order to communicate with all types of people in a pleasant manner;
3. Must be able to attend to the needs/requests of customers;
4. Must possess basic mathematical skills and ability to make change accurately;
5. Must be able to read/write/speak English, read instructions, rules, etc.;
6. Must possess independent judgement in order to determine whether patrons meet age requirement for purchasing alcoholic beverages.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in the Food Service Cafeteria.

Tools & Equipment Used: Cash register, hand truck, and general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as assistant storekeeper or pantryman, bartender, beer/bar attendant, head cashier, or assistant storekeeper/stores. Applicants must be able to pass credit check.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Extra Heavy-Duty Truck Driver

JOB CODE : 037134, 032134

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent transports personnel and cargo in accordance with all applicable U.S. Department of Transportation regulations, Federal Motor Carrier Safety Regulations, state regulations, REECO Safety Codes, and the Fleet Operations Department policies and procedures.

DIMENSIONS

The incumbent reports to a driver foreman and has no supervisory responsibilities.

NATURE AND SCOPE

1. Performs transport requirements driving any single vehicle or any combination of vehicles (Type "A" vehicle) with a Gross Combination Weight Rating of 26,001 or more pounds and a Gross Vehicle Weight Rating of the vehicle(s) being towed in excess of 10,000 pounds. Performs all duties in compliance with Company environment, safety, and health requirements;
2. Performs a vehicle inspection before driving/operating his or her vehicle, and prepares a written Driver's Vehicle Inspection Report at the completion of the day's work on each vehicle operated;
3. Supervises loading/offloading of cargo onto his/her vehicle;
4. Secures vehicle's cargo in a safe/reliable manner to prevent damage, spills, or leaks;
5. Assures that the proper license and certification to perform the required task is in possession;
6. Maintains familiarity with area locations and delivery drop points;
7. Adheres to all applicable traffic regulations;
8. Maintains familiarity with area locations and delivery drop points;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking indoors/outdoors on all types of terrain for short distances throughout work shift;
2. Constant sitting while driving; driver subject to jarring/bouncing/vibration while operating vehicles;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Extra Heavy-Duty Truck Driver

3. Occasional lifting/carrying of 10 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of supplies/materials while loading/unloading vehicles using hand trucks/carts, carrying limited-to-short distances up to 50 feet;
4. Frequent pushing/pulling with both hands exerting 35 to 75 pounds of force while securing loads, loading/offloading, and maneuvering hand trucks/carts laden with materials/supplies;
5. Occasionally climbing stairs or step ladders or while stepping into vehicles;
6. Frequent bending/twisting at waist/knees while securing loads and loading/unloading vehicle and at waist/neck while driving;
7. Occasional kneeling while loading/unloading or inspecting vehicle;
8. Constant use of both hands/arms reaching/handling/grasping/gripping while driving with both arms extended;
9. Constant use of sight abilities at near-, mid-, and far-range of visual acuity, depth perception, peripheral vision, and hand/eye/foot coordination while performing duties;
10. Constant use of speech/hearing abilities for safe operation of vehicle, customer/vendor service, and while communicating with coworkers/supervisors;
11. Frequent use of smell to identify chemical spills/leaks of material being transported to maintain safety awareness and safe operation of vehicle.

Mental

1. Good verbal communication skills are required in routing exchanges of information, communicating with coworkers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs and processing Vehicle Inspection Reports and Hazardous Materials checklist;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda;
4. Basic mathematical skills are required;
5. Concentration, alertness, and attention to detail are necessary while monitoring routine processes and operating motor vehicles;
6. Must have good reasoning skills to be able to apply established procedures effectively and safely.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed inside in vehicle cab 60 to 70 percent of the time; other times driver is outdoors exposed to normal weather conditions.

Tools & Equipment Used: Hand trucks, carts, cargo securing equipment, chains, two-way radio, hand tools, telephone, and motor vehicle; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

Extra Heavy-Duty Truck Driver

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of heavy-duty driving experience (18-wheel configurations) on tractor trailers, semis, hoist bed dumps, belly dumps, fuel trucks, and water trucks is required. Must possess a current Type "A" Commercial Driver License with the appropriate endorsements and a current Class "A" medical certificate; must be physically qualified in accordance with the Federal Motor Carrier Safety Regulations and be able to pass a driver's skills test by Commercial Driver License standards administered by the Fleet Operations Department. Within one year of employment, must be certified for hazardous materials and explosives transports and have defensive driving training. Must be 21 years or older.

OTHER SPECIAL QUALIFICATIONS

"Q" clearance may be required depending upon assignment.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Extra Heavy-Duty Truck Driver Foreman

JOB CODE : 037133, 032133

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent receives and reviews all transport requirements; makes dispatch assignments of drivers; gives all the special instruction; and selects drivers with the appropriate license, certifications, and job knowledge. Selects the proper equipment for the job. Makes certain that transport requirements are in accordance with all applicable in U.S. Department of Transportation regulations; Federal Motor Carrier Safety Regulations; state regulations; REECo Safety Codes, policies and procedures; and the Fleet Operations Department policies and procedures.

DIMENSIONS

The incumbent reports to an Extra Heavy-Duty Driver General Foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to craft work team under supervision of this position; may perform same duties as craftspeople being supervised;
2. Interprets specifications, drawings, and job orders as needed for area of supervision; establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
3. Tracks materials inventory, maintains required records, assigns priorities, and inspects/evaluates the work of employees being supervised;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies/procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes/resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. May perform same duties as craftsmen being supervised;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Extra Heavy-Duty Truck Driver Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking indoors/outdoors on all types of terrain for short distances throughout work shift;
2. Constant sitting while driving; driver subject to jarring/bouncing/vibration while operating vehicles;
3. Occasional lifting/carrying of 10 to 50 pounds; assistive devices available for lifting/carrying 50 to 100 pounds of supplies/materials while loading/unloading vehicles using hand trucks/carts, carrying limited-to-short distances up to 50 feet;
4. Frequent pushing/pulling with both hands exerting 35 to 75 pounds of force while securing loads, loading/offloading, and maneuvering hand trucks/carts laden with materials/supplies;
5. Occasionally climbing stairs or step ladders or while stepping into vehicles;
6. Frequent bending/twisting at waist/knees while securing loads or loading/unloading vehicle and at waist/neck while driving;
7. Occasional kneeling while loading/unloading or inspecting vehicle;
8. Constant use of both hands/arms reaching/handling/grasping/gripping while driving with both arms extended;
9. Constant use of sight abilities at near-, mid-, and far-range of visual acuity, depth perception, peripheral vision, and hand/eye/foot coordination while performing duties;
10. Constant use of speech/hearing abilities for safe operation of vehicle, customer/vendor service, and while communicating with coworkers/supervisors;
11. Frequent use of smell to identify chemical spills/leaks of material being transported and to maintain safety awareness and safe operation of vehicle.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;

Extra Heavy-Duty Truck Driver Foreman

8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed inside in vehicle cab 60 to 70 percent of the time; other times driver is outdoors exposed to normal weather conditions.

Tools & Equipment Used: Hand trucks, carts, cargo securing equipment, chains, two-way radio, hand tools, telephone, and motor vehicle; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of heavy-duty driving experience (18-wheel configurations) on tractor trailers, semis, hoist bed dumps, belly dumps, fuel trucks, and water trucks is required. Must possess a current Type "A" Commercial Driver License with the appropriate endorsements and a current Class "A" medical certificate; must be physically qualified in accordance with the Federal Motor Carrier Safety Regulations and be able to pass a driver's skills test by Commercial Driver License standards administered by the Fleet Operations Department. Within one year of employment, must be certified for hazardous materials and explosives transports and have defensive driving training. Must be 21 years or older.

OTHER SPECIAL QUALIFICATIONS

Previous experience with the Company desirable. One year of supervisory experience desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Extra Heavy-Duty Truck Driver General Foreman

JOB CODE : 037132, 032132

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent is responsible for overall supervision of assigned craft workers and foremen. The incumbent receives/reviews all transport requirements; makes dispatch assignments of drivers; gives all special instruction; and selects drivers with the appropriate license, certifications, and job knowledge. The incumbent selects the proper equipment for the job and makes certain that transport requirements are in accordance with all applicable U.S. Department of Transportation regulations; Federal Motor Carrier Safety Regulations; state regulations; REECo Safety Codes, policies and procedures; and the Fleet Operations Department policies and procedures.

DIMENSIONS

The incumbent reports directly to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals/objectives; assists in formulating procedures/policies necessary for the efficient operation of the section;
2. Makes recommendations on materials/parts/equipment; assists in determining personnel assignments to work location and in scheduling work flow to maximize productivity;
3. Directs/verifies work order usage with work requests to prevent any overcharging; checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
4. Answers technical questions regarding craft operations; reviews craft cards to authenticate qualifications of craft workers committed to projects;
5. Assures all vehicles/equipment being used meet safety regulations and that all Company policies/procedures are being followed;
6. Surveys work areas for environment, safety, and health conditions to assure compliance with Company policies;
7. Conducts new employee orientation; assists in evaluating employee work performance; recommends personnel actions;
8. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs;
9. Assists in total quality management process improvements and customer satisfaction;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

Extra Heavy-Duty Truck Driver General Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking indoors/outdoors on all types of terrain for short distances throughout work shift;
2. Frequent sitting while performing administrative duties and driving;
3. Occasional lifting/carrying up to 10 to 25 pounds of supplies/materials;
4. Occasional pushing/pulling with both hands exerting 10 to 20 pounds of force while operating vehicle;
5. Occasional climbing stairs while stepping up into vehicles;
6. Occasional bending/twisting at waist/knees while getting in/out of vehicles and performing administrative duties;
7. Frequent use of both hands/arms reaching/handling/grasping/gripping while performing administrative duties and operating vehicle;
8. Constant use of sight abilities while performing duties;
9. Constant use of speech/hearing abilities while communicating with coworkers/foremen/supervisors.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in office most of the time and occasionally outdoors exposed to weather conditions.

Tools & Equipment Used: Two-way radio, hand tools, telephone, motor vehicle, and other equipment as needed; safety equipment includes hard hat, safety glasses, safety belt, steel-toed safety shoes, and other equipment as needed.

Extra Heavy-Duty Truck Driver General Foreman

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of heavy-duty driving experience (18-wheel configurations) on tractor trailers, semis, hoist bed dumps, belly dumps, fuel trucks, and water trucks is required. Two years of experience as a foreman is required; Company experience is desirable. Must possess a current Type "A" Commercial Driver License with the appropriate endorsements and a current Class "A" medical certificate; must be physically qualified in accordance with the Federal Motor Carrier Safety Regulations and be able to pass a driver's skills test by Commercial Driver License standards administered by the Fleet Operations Department. Within one year of employment, must be certified for hazardous materials and explosives transports and have defensive driving training. Must be 21 years or older.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Fire Captain

JOB CODE : 031005

DATE PREPARED : May 26, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises/coordinates the activity of a crew of Fire Fighters assigned to a specific fire house.

DIMENSIONS

The incumbent reports to the Assistant Fire Chief or the Fire Protection Services Deputy Chief and supervises the activities of a crew of Fire Fighters.

NATURE AND SCOPE

1. Supervises/coordinates activities of Fire Fighters;
2. Inspects fire station buildings/grounds/facilities; examines fire trucks and equipment (i.e., ladders/hoses) to ensure compliance with departmental maintenance standards;
3. Responds to fire alarms; determines from observation nature/extent of fire conditions of building, danger to adjacent buildings, and source of water supply; directs firefighting crews accordingly;
4. Trains subordinates in all use of equipment and methods of extinguishing all types of fires;
5. Evaluates efficiency of personnel;
6. Inspects Nevada Test Site buildings and other establishments for reports of fire hazards/safety violations;
7. Compiles reports of each fire listing location/type/probable cause/estimated damage/disposition;
8. May perform activities of Fire Fighter;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking on all types of terrain/slippery surfaces while firefighting or within buildings for short distances throughout workweek;
2. Frequent sitting while performing administrative duties, manning fire-watch desk, training, or working on apparatuses;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Fire Captain

3. Occasional-to-frequent lifting/carrying up to 1 to 50 pounds of equipment/supplies/materials; sometimes may be required to lift/drag body weight (meeting National Fire Protection Association medical standards) during emergency rescue situations; required to wear protective equipment weighing approximately 50 pounds while performing firefighting tasks;
4. Frequent pushing/pulling using both hands/arms moving supplies/materials/equipment exerting up to 30 pounds of force, sometimes in excess of 75 pounds, during firefighting situations;
5. Occasional-to-frequent climbing ladders/stairs on/off equipment depending on the situation involved; requires good sense of balance when working at heights;
6. Occasional-to-frequent bending/twisting at waist/knees/neck performing a variety of activities including inspection, firefighting, moving equipment, training, etc.;
7. Occasional kneeling/crouching/crawling may be required when performing firefighting or training activities;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping; overhead reaching required;
9. Constant use of sight abilities with visual acuity in near-, mid-, and far-range of vision, color vision, depth perception, peripheral vision, and hand/eye/foot coordination;
10. Constant use of speech/hearing abilities in communicating with fellow Fire Fighters/supervisors and giving instructions to the general public;
11. Constant use of smell ability required in identification of burning materials, chemical leaks/spills, inspections, and in maintaining safety awareness;
12. Frequently required to work in awkward positions or cramped quarters.

Mental

1. Constant mental alertness, concentration, and attention to detail are required throughout work shift; must be able to respond immediately to emergency situations;
2. Must be able to read/write/speak English; must possess written/verbal skills sufficient to read/understand technical information and communicate with professional/nonprofessional personnel;
3. Must possess good interpersonal skills to communicate with individuals in emergency situations (assessing the gravity of the emergency and able to provide clear/concise instructions);
4. Must possess basic mathematical skills through algebra to figure hydraulics;
5. Must be able to work under pressure as emergency situations arise, working in hazardous conditions, etc.;
6. Must be able to work independently and yet as a member of a crew performing assigned duties;
7. Must be organized and be an effective problem-solver; must be capable of clearly evaluating data during emergency situations;
8. Must be able to perform complex tasks during life-threatening emergencies and face life or death decisions during emergency conditions; must be able to deal with exposure to grotesque sights/smells associated with major trauma/burn victims;
9. Must have strong leadership and interpersonal skills and be able to supervise/train firefighting crews;

Fire Captain

10. Must be able to operate in environments of high noise/poor visibility/limited mobility at heights or in enclosed/confined spaces.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors/outdoors environments. The incumbent may be required to work in extremely hazardous conditions while firefighting or performing rescue activities.

Tools & Equipment Used: Hand/power tools, fire fighting apparatuses, high pressure water hoses, general office equipment, computer, telephone, and other equipment as needed. Safety equipment includes firefighting gear, hard hat, face shield, gloves, safety glasses, steel-toed safety shoes, eye/hearing protection, and respirator.

REQUIRED TRAINING AND WORK EXPERIENCE

NFPA Fire Fighter I certification or equivalent is required. Must have satisfactorily completed a preemployment-paid medical exam and passed NFPA medical standards. Basic computer skills desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. "Q" clearance is be required. Emergency Medical Technician certification desirable. Hazardous Material Technician certification is desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Fire Engineer

JOB CODE : 031006

DATE PREPARED : May 26, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates a fire truck and is responsible for efficient operation of all pumps/hydraulics.

DIMENSIONS

The incumbent reports to the Fire Captain and has no supervisory responsibility.

NATURE AND SCOPE

1. Drives fire truck with the capacity of more than three tons during operational training/firefighting situations;
2. Performs inspection of truck equipment/supplies; may perform preventative maintenance;
3. Ensures all pumps/hydraulics are functioning properly and maintains within assigned specifications;
4. May assist Fire Fighters in any related work;
5. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Occasional standing/walking on all types of terrain/slippery surfaces while firefighting or within buildings for short distances throughout workweek;
2. Frequent sitting while operating fire truck, manning fire-watch desk, training, or working on apparatuses;
3. Occasional-to-frequent lifting/carrying up to 1 to 50 pounds of equipment/supplies/materials; sometimes may be required to lift/drag body weight (meeting National Fire Protection Agency (NFPA) medical standards) during emergency rescue situations; may be required to wear protective equipment weighing approximately 50 pounds while performing firefighting tasks;
4. Frequent pushing/pulling using both hands/arms while driving vehicle or moving supplies/materials/equipment exerting up to 30 pounds of force, sometimes in excess of 75 pounds, during firefighting situations;
5. Occasional climbing ladders/stairs on/off equipment depending on the situation involved; requires good sense of balance when working at heights;
6. Occasional-to-frequent bending/twisting at waist/knees/neck performing a variety of activities including inspection, firefighting, moving equipment, operating vehicle, etc.;
7. Occasional kneeling/crouching/crawling may be required when performing firefighting or training activities;

Fire Engineer

8. Frequent-to-constant use of both hands/arms reaching/handling/grasping/fingering/gripping; overhead reaching required;
9. Constant use of sight abilities with visual acuity in near-, mid-, and far-range of vision, good color vision, depth perception, peripheral vision, and hand/eye/foot coordination;
10. Constant use of speech/hearing abilities in communicating with fellow Fire Fighters/supervisors and giving instructions to the general public;
11. Constant use of smell ability required in identification of burning materials, chemical leaks/spills, inspections, and in maintaining safety awareness;
12. Frequently required to work in awkward positions or cramped quarters.

Mental

1. Constant mental alertness, concentration, and attention to detail are required when operating vehicle; must be able to respond immediately to emergency situations;
2. Must be able to read/write/speak English; must possess written/verbal skills sufficient to read/understand technical information and communicate with professional/nonprofessional personnel;
3. Must possess good interpersonal skills to communicate with individuals in emergency situations (assessing the gravity of the emergency and able to provide clear/concise instructions);
4. Must possess basic mathematical skills through algebra to figure hydraulics;
5. Must be able to work under pressure as emergency situations arise, working in hazardous conditions, etc.;
6. Must be able to work independently or as a member of a crew performing assigned duties;
7. Must be organized and be an effective problem-solver; must be capable of clearly evaluating data during emergency situations.
8. Must be able to perform complex tasks during life-threatening emergencies and face life or death decisions during emergency conditions;
9. Must be able to deal with exposure to grotesque sights/smells associated with major trauma/burn victims;
10. Must be able to operate in environments of high noise/poor visibility/limited mobility at heights or in enclosed/confined spaces.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors/outdoors environments. The incumbent may be required to work in extremely hazardous conditions while firefighting or performing rescue activities.

Tools & Equipment Used: Operates fire truck, firefighting apparatuses, hand/power tools, high pressure water hoses, general office equipment, computer, telephone, and other equipment as needed. Safety equipment includes firefighting gear, hard hat, face shield, gloves, safety glasses, steel-toed safety shoes, eye/hearing protection, and respirator.

Fire Engineer

REQUIRED TRAINING AND WORK EXPERIENCE

NFPA Fire Apparatus/Driver certification or equivalent is required. Must have satisfactorily completed a preemployment-paid medical exam and passed NFPA medical standards. Basic computer skills desirable. Previous operating firefighting equipment is desirable.

OTHER SPECIAL QUALIFICATIONS

Emergency Medical Technician certification desirable. Hazardous Material Technician certification is desirable. Valid Nevada driver's license required. "Q" clearance may be required. Class "A" Commercial Driver License is required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Fire Fighter

JOB CODE : 031007

DATE PREPARED : May 26, 1993

SUMMARY STATEMENT

The incumbent controls/extinguishes fires, protects life/property, and maintains equipment on the Nevada Test Site.

DIMENSIONS

The incumbent reports to a Fire Captain or Assistant Fire Chief and has no supervisory responsibility.

NATURE AND SCOPE

1. Controls/extinguishes fires; protects life/property;
2. Responds to fire alarms and other emergency calls;
3. Maintains all related equipment;
4. Creates openings in buildings for ventilation or entrance using ax/chisel/crowbar/electric saw/core cutter or other power equipment;
5. Administers first aid and artificial respiration to injured persons and those overcome by fire/smoke;
6. Communicates with supervisor during fire using portable, two-way radio;
7. Performs assigned duties and maintains apparatus/quarters/building/equipment grounds/hydrants;
8. Participates in drills/demonstrations/courses in hydraulics/pump operation/maintenance and firefighting techniques;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking on all types of terrain/slippery surfaces while firefighting or within buildings for short distances throughout workweek;
2. Frequent sitting while performing administrative duties, manning fire-watch desk, training, or working on apparatuses;

Fire Fighter

3. Occasional-to-frequent lifting/carrying up to 1 to 50 pounds of equipment/supplies/materials; sometimes may be required to lift/drag body weight (meeting National Fire Protection Agency (NFPA) medical standards) during emergency rescue situations; required to wear protective equipment weighing approximately 50 pounds while performing firefighting tasks;
4. Frequent pushing/pulling using both hands/arms moving supplies/materials/equipment exerting up to 30 pounds of force, sometimes in excess of 75 pounds, during firefighting situations;
5. Occasional-to-frequent climbing ladders/stairs on/off equipment depending on the situation involved; requires good sense of balance when working at heights;
6. Occasional-to-frequent bending/twisting at waist/knees/neck performing a variety of activities including inspection, firefighting, moving equipment, training, etc.;
7. Occasional kneeling/crouching/crawling may be required when performing firefighting or training activities;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping; overhead reaching required;
9. Constant use of sight abilities with visual acuity in near-, mid-, and far-range of vision, color vision, depth perception, peripheral vision, and hand/eye/foot coordination;
10. Constant use of speech/hearing abilities in communicating with fellow Fire Fighters/supervisors and giving instructions to the general public;
11. Constant use of smell ability required in identification of burning materials, chemical leaks/spills, inspections, and in maintaining safety awareness;
12. Frequently required to work in awkward positions or cramped quarters.

Mental

1. Constant mental alertness, concentration, and attention to detail are required throughout work shift; must be able to respond immediately to emergency situations;
2. Must be able to read/write/speak English; must possess written/verbal skills sufficient to read/understand technical information and communicate with professional/nonprofessional personnel;
3. Must possess good interpersonal skills to communicate with individuals in emergency situations (assessing the gravity of the emergency and able to provide clear/concise instructions);
4. Must possess basic mathematical skills, including algebra, to figure hydraulics;
5. Must be able to work under pressure as emergency situations arise, working in hazardous conditions, etc.;
6. Must be able to work independently and yet as a member of a crew performing assigned duties;
7. Must be organized and be an effective problem-solver; must be capable of clearly evaluating data during emergency situations.
8. Must be able to perform complex tasks during life-threatening emergencies and face life or death decisions during emergency conditions;
9. Must be able to deal with exposure to grotesque sights/smells associated with major trauma/burn victims;

Fire Fighter

10. Must be able to operate in environments of high noise/poor visibility/limited mobility at heights or in enclosed/confined spaces.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors/outdoors environments. The incumbent may be required to work in extremely hazardous conditions while firefighting or performing rescue activities.

REQUIRED TRAINING AND WORK EXPERIENCE

NFPA Fire Fighter I certification or equivalent required. Previous firefighting experience desirable. Must have satisfactorily completed a preemployment-paid medical exam and passed NFPA medical standards. Basic computer skills desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. "Q" clearance is be required. Emergency Medical Technician certification desirable. Hazardous Material Technician certification is desirable.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Fire Prevention Technician I

JOB CODE : 031008

DATE PREPARED : May 26, 1993

SUMMARY STATEMENT

The incumbent performs activities to install remote fire sensing equipment and maintains fire extinguishers that protect life/property against fire damage.

DIMENSIONS

The incumbent reports to a Fire Prevention Specialist II and has no supervisory responsibility.

NATURE AND SCOPE

1. Inspects sprinkler systems and structures;
2. Inspects, refills, repairs, and tests ... fire extinguishers;
3. Inspects and tests high-pressure air cylinders;
4. Works closely with other crafts in construction/maintenance of fire protection systems;
5. May perform duties of a Fire Fighter;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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Physical

1. Frequent standing/walking short distances throughout work shift in office/warehouse/shop areas while performing inspections/testing/repairs on equipment;
2. Occasional sitting may occur while performing administrative duties and repairs on alarm systems/equipment;
3. Frequent lift/carry up to 1 to 25 pounds of parts/supplies/materials; occasionally lifting up to 50-pound larger equipment for distances of 20 to 50 feet;
4. Occasional pushing/pulling using both hands/arms exerting 10 to 30 pounds of force while moving/repairing equipment;
5. Frequent climbing ladders while inspecting/installing alarm systems;
6. Frequent bending/twisting at waist/knees/neck while performing inspections/repairs/installations of equipment;
7. Occasional kneeling/crouching while working underneath structures or in attics;

Fire Prevention Technician I

8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while installing/repairing/maintaining equipment, completing paperwork, keyboarding, and operating vehicles; overhead reaching and fine motor skills are required;
9. Constant use of sight/hearing abilities identifying/installing/repairing alarm systems; visual requirements include color vision, peripheral vision, depth perception, hand/eye/foot coordinations, with visual acuity at near-, mid-, and far-range of vision;
10. Constant use of speech abilities in communicating with customers/technicians/supervisors.

Mental

1. Constant mental alertness, attention to detail, logic, common sense, and accuracy are required to identify/diagnose/install/repair alarm systems according to specifications/procedures and to maintain a safe work environment;
2. Must possess good interpersonal/leadership skills in order to work with other assigned crafts in an effective/positive/professional manner;
3. Must possess planning/organizational skills and ability to make decisions and use good judgement in order to determine proper course of actions and schedule activities to effect best repair with minimum amount of downtime;
4. Must possess mechanical aptitude and ability to apply knowledge/experience in approaching system repairs on unfamiliar equipment; excellent problem-solving skills required;
5. Must possess good mathematical skills including algebra and trigonometry;
6. Must be able to read/write/speak English to understand technical manuals/parts catalogues/procedures/diagrams/schematics/illustrations/blueprints and other information necessary to evaluate systems and complete system maintenance/repairs;
7. Must be flexible and able to deal with multiple tasks, frequent interruptions, and deadlines.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in offices/warehouses/shops or field conditions with some exposure to outdoor weather conditions.

Tools & Equipment Used: Hand/power tools, electronic testing equipment, general office equipment, computers, and other equipment as needed. Safety equipment includes hard hat, safety glasses, seat belt, steel-toed safety shoes, eye/hearing protection, and other equipment as required.

REQUIRED TRAINING AND WORK EXPERIENCE

National Fire Protection Association (NFPA) Fire Fighter II certification or equivalent is required. Must have satisfactorily completed a preemployment-paid medical exam and passed NFPA medical standards. Basic computer skills desirable.

OTHER SPECIAL QUALIFICATIONS

Emergency Medical Technician certification desirable. Hazardous Material Technician certification is desirable. Valid driver's license required. "Q" clearance may be required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Fire Prevention Technician II

JOB CODE : 031009

DATE PREPARED : May 26, 1993

SUMMARY STATEMENT

The incumbent is responsible for the operation/maintenance of portable fire protection throughout the Nevada Test Site.

DIMENSIONS

The incumbent reports to an Assistant Fire Chief or Fire Chief and supervises the activities of Fire Prevention Specialist Is.

NATURE AND SCOPE

1. Schedules fire inspections and compiles reports of such inspections;
2. Coordinates activities of assigned fire protection system technicians in maintenance of existing portable extinguishing systems;
3. Works closely with other Fire Fighters in inspection and maintenance of fire extinguishers;
4. Completes all required documentation in accordance with specifications/codes;
5. May perform work of a Fire Prevention Specialist I or Fire Fighter;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Occasional standing/walking office/shop or outdoors on all types of terrain for distances of one-quarter to one-half mile;
2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional lift/carry up to 1 to 25 pounds of parts/supplies/materials a distance of up to 50 feet; assistive devices available for lifting/carrying up to 50-pound or larger equipment for distances of 20 to 50 feet;
4. Occasional pushing/pulling doors/drawers;
5. Occasional climbing ladders/scaffolding while inspecting/evaluating project or craft workers;
6. Occasional bending/twisting at waist/knees/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/evaluating installations/repairs;

Fire Prevention Technician II

8. Frequent use of both hands/arms reaching/handling/grasping/fingering/gripping while performing administrative duties;
9. Constant use of sight while inspecting/evaluating craft workers/project and monitoring craft project/workers;
10. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew;

Mental

1. Constant mental alertness, attention to detail, logic, common sense, and accuracy are required to identify/diagnose/install/repair alarm systems according to specifications/procedures and to maintain a safe work environment;
2. Must possess good interpersonal/leadership skills in order to work with other assigned crafts in an effective/positive/professional manner;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess mechanical aptitude and ability to apply knowledge/experience in approaching system repairs on unfamiliar equipment; excellent problem-solving skills required;
5. Must possess good mathematical skills including algebra and trigonometry;
6. Must be able to read/write/speak English to understand technical manuals/parts catalogues/procedures/diagrams/schematics/illustrations/blueprints and other information necessary to evaluate systems and complete system maintenance/repairs;
7. Must be flexible and able to deal with multiple tasks, frequent interruptions, and deadlines.
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;
9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;
10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in offices/warehouses/shops or field conditions with some exposure to outdoor weather conditions.

Tools & Equipment Used: Hand/power tools, electronic testing equipment, general office equipment, computers, and other equipment as needed. Safety equipment includes hard hat, safety glasses, seat belt, steel-toed safety shoes, eye/hearing protection, and other equipment as required.

REQUIRED TRAINING AND WORK EXPERIENCE

National Fire Protection Association (NFPA) Fire Fighter II certification or equivalent is required. Must have satisfactorily completed a preemployment-paid medical exam and passed NFPA medical standards. Basic computer skills desirable.

Fire Prevention Technician II

OTHER SPECIAL QUALIFICATIONS

Emergency Medical Technician certification desirable. Hazardous Material Technician certification is desirable. Valid driver's license required. "Q" clearance may be required. Fire Inspector certification desirable.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Food Server

JOB CODE : 030455, 030484

DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent serves meals to patrons according to established rules of etiquette.

DIMENSIONS

The incumbent reports to a Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Presents menu to diners, suggests dinner courses, and answers questions regarding food preparation;
2. Writes orders on checks or memorizes;
3. Relays orders to kitchen and serves courses from kitchen and service bars;
4. Garnishes and decorates dishes in preparation for serving;
5. Observes diners to fulfill any additional requests and to determine when meal has been completed;
6. Cleans table/counter areas; refills table stock supplies; totals bill and accepts payment or refers patron to cashier;
7. May carve meats, bone fish or fowl, or prepare desserts;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies up to 25 pounds; occasional lifting up to 50 pounds of loaded trays/supplies;
3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc., exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;

Food Server

6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, other Food Servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that orders are correct and that food is served properly in being attentive to customers' needs and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess good oral written communications skills and basic mathematical skills and be able to read/write/speak English in order to take orders; calculate tab totals; and read menus, instructions, rules, etc.;
4. Must be able to deal with pressure of heavy work load at times, constant standing, dealing with unpleasant customers;
5. Must possess excellent interpersonal skills in order to deal in a pleasant, effective, and professional manner with all types of customers.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service environment.

Tools & Equipment Used: Trays, serving carts/stands, and order pad. Safety equipment includes safety glasses/shoes/ and gloves as required.

REQUIRED TRAINING AND WORK EXPERIENCE

Three months of experience as a Food Server in a full menu house.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Forklift Driver

JOB CODE : 032405, 037104

DATE PREPARED : July 6, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates gasoline/diesel or liquified gas/electric-powered industrial trucks equipped with lifting devices to move parts/materials/supplies in M&O supply warehouse. Responsibilities include loading/offloading trucks and receiving/issuing parts/materials/supplies.

DIMENSIONS

The incumbent reports to Forklift Driver Foreman or general foreman and has no supervisory responsibilities.

NATURE AND SCOPE

1. Operates rubber-tired, tractor-type vehicles equipped with hydraulic- or chain-powered forks to load, offload, lift, stack, or move materials/equipment in storage yard or on construction site;
2. Observes hand signals in positioning, raising, tilting, and lowering of forks and listens for signals;
3. Performs lifting or material handling duties associated with this job;
4. Performs loading/offloading trucks at supply warehouses;
5. Moves furniture (desks, office equipment, safes, etc.) throughout office/building areas;
6. Completes related paperwork and computer data entry as required;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking while performing job duties;
2. Frequent sitting, 30 to 40 percent of the time, while driving forklift;
3. Frequent lifting/carrying 5 to 50 pounds of materials/supplies/office equipment; assistive devices available for lifting/carrying 75 to 100 pounds of furniture/office equipment;
4. Frequent pushing/pulling using both hands/arms exerting a force up to 30 to 70 pounds, occasionally 75 to 100 pounds, while moving/sliding heavy safes/desks and other furniture items; also pulling hand trucks upstairs;
5. Occasional climbing stairs/step ladders while moving equipment upstairs/downstairs;
6. Occasional kneeling/crouching while loading/unloading and moving furniture;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Forklift Driver

7. Constant use of both hands/arms while operating forklift, moving furniture/office supplies, and receiving/issuing at warehouse;
8. Constant use of sight abilities, good peripheral vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range of vision;
9. Frequent use of speech abilities and constant use of hearing abilities in communicating with coworkers/supervisors and in maintaining a safe work environment while operating forklift.

Mental

1. Constant attention to detail while operating forklift in high traffic areas or working in tight, close spaces;
2. Must be able to read/write/speak English;
3. Must possess basic mathematical skills;
4. Must possess good spatial aptitude and depth perception required in loading/offloading trucks with furniture and storing items in warehouse;
5. Must be flexible and able to work long shifts on occasion and to meet peak times in receiving at warehouse.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed inside in warehouse or office environment and outdoors with exposure to all types of weather. Operates forklift in warehouse setting.

Tools & Equipment Used: Forklift, material handling equipment (i.e., hand truck/carts/dollies/scissor truck/barrel jack, and safe moving equipment); safety equipment such as hard hat, safety glasses, safety belt, and steel-toed safety shoes,

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of work experience in warehousing or related work environment including operation of 2 to 20 ton capacity forklifts.

OTHER SPECIAL QUALIFICATIONS

Basic computer skills desirable. Valid driver's license is required. Must be able to be certified as a Forklift Driver in accordance with REECo Safety Code 4-23. Must be able to pass REECo Certification Course in ground-man signals and hazardous material certification.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Forklift Driver Foreman

JOB CODE : 032104, 037104

DATE PREPARED : August 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises Forklift Drivers and performs timekeeping duties; assists supervision with safety meetings and inspections; and performs general warehousing duties involving receiving, issuing, storing, material handling. Material handling includes the operation of forklift truck and hand truck. Warehouse activity requires extensive use of computer terminals. Materials to be handled in accordance with all federal/state regulations and REECo procedures.

DIMENSIONS

The incumbent reports to a general foreman or exempt supervisor and supervises 1 to 10 forklift drivers or warehouse clerks.

NATURE AND SCOPE

1. Responsible for timekeeping records and proper documentation of weekly timecards;
2. Assigns work to personnel under his/her supervision;
3. Operates pneumatic and rubber-tired forklift for material handling in warehouse and compounds;
4. Performs lifting or material handling duties associated with job;
5. Stocks/arranges materials in predetermined location throughout warehouse and adjacent compounds;
6. Performs receiving actions using automated receiving program; receives materials; enters appropriate information into computer terminal for subsequent processing;
7. Performs issuing activities through an automated issuing program; issues materials; enters appropriate information into computer terminal for subsequent processing;
8. Controls hazardous material in accordance with specific regulations for storage, handling, and shipping;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking while performing job duties;
2. Frequent sitting, 30 to 40 percent of the time, while driving forklift;
3. Frequent lifting/carrying 5 to 50 pounds of materials/supplies/office equipment; occasionally lift/carry 75 to 100 pounds of furniture/office equipment;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Forklift Driver Foreman

4. Frequent pushing/pulling using both hands/arms exerting a force up to 30 to 70 pounds, occasionally 75 to 100 pounds, while moving/sliding heavy safes/desks and other furniture items, also pulling hand trucks upstairs;
5. Occasional climbing stairs/step ladders while moving equipment upstairs/downstairs;
6. Occasional kneeling/crouching while loading/unloading and moving furniture;
7. Constant use of both hands/arms while operating forklift, moving furniture/office supplies, and receiving/issuing at warehouse;
8. Constant use of sight abilities, good peripheral vision, depth perception, hand/eye/foot coordination, visual acuity in near-, mid-, and far-range of vision;
9. Frequent use of speech abilities and constant use of hearing abilities in communicating with coworkers/supervisors and in maintaining a safe work environment while operating forklift.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed inside in warehouse or office environment and outdoors with exposure to all types of weather. Operates forklift in warehouse setting.

Tools & Equipment Used: Forklift, material handling equipment (i.e., hand truck/carts/dollies/scissor truck/barrel jack, and safe moving equipment); safety equipment such as hard hat, safety glasses, safety belt, and steel-toed safety shoes.

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires two years of experience on forklifts and knowledge of proper groundman forklift hand signals.

Forklift Driver Foreman

OTHER SPECIAL QUALIFICATIONS

Documented formal training in hazardous material transportation (D.O.T. CFR 49) is desired. The incumbent will be required to be certified as a Forklift Driver in accordance with REECo Safety Code H-23 and must attend REECo Hazardous Material Basic Course and obtain a 70 percent or better score on the exam. Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Forklift Operator

JOB CODE : 031562

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates gasoline, diesel, liquified gas, or electric-powered industrial trucks equipped with lifting devices such as forklift, boom, scoop, liftbeam, swivel-hook, fork grapple, clamps, elevating platform, or trailer hitch to push, pull, lift, stack, tier, or move products, equipment or materials to storage yard, factory, tunnel, or other designated work areas.

DIMENSIONS

The incumbent reports to an Operator Foreman or Operator General Foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates rubber-tired, tractor-type vehicles equipped with hydraulic or chain-powered forks to load, offload, lift, stack or move materials/equipment in storage yard or on construction site;
2. Positions forks under pallets, boxes, equipment or materials; raises, tilts fork, and transports load to designated area;
3. Observes hand signals in positioning, raising, tilting, and lowering of forks and listens for signals;
4. Performs lifting or material handling duties associated with this job;
5. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking while adjusting loads in between driving tasks for short distances throughout work shift;
2. Frequent sitting, often for extended periods of time, while operating forklift; operator subject to jarring/bouncing/vibration depending on equipment and surface;
3. Occasional lifting/carrying 10 to 50 pounds; assistive devices available for lifting/carrying up to 75 to 100 pounds of parts/materials/supplies;
4. Frequent climbing one to two steps on/off forklift, depending on size, throughout work shift;
5. Frequent-to-constant bending/twisting at waist/neck while operating forklift. Forklift operation requires operator at times to look over shoulder while driving backwards;

Forklift Operator

6. May occasionally kneel/squat while adjusting loads, checking lot numbers, or retrieving items from lower shelf/floor areas;
7. Constant use of both hands/arms fingering/handling/reaching/grasping while operating forklift (left-hand operated, right-hand levers control);
8. Constant use of sight/hearing abilities required for safe operation of forklift; requires good peripheral vision, field vision, visual acuity in near-, mid-, and far-ranges, depth perception, and hand/eye/foot coordination;
9. Frequent use of speech in communicating with coworkers/supervisors.

Mental

1. Constant mental alertness and attention to detail while operating equipment, often in hazardous areas, working around workers and/or other moving equipment;
2. Must be able to read/write/speak English; must possess basic mathematical skills;
3. Must have basic mechanical aptitude to identify equipment malfunctions and assist in equipment changes;
4. Must be able to work independently and perform all work that is assigned;
5. Good visualization/spatial reasoning is required to perform work effectively/safely.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors 75 percent of the time. May be subject to extreme weather conditions. May require work at sites as much as 6,000 feet above sea level and/or work underground.

Tools & Equipment Used: Hand/power tools, hoist, lift-gate, lift truck, forklift, hand cart, dollies, barrel jack, scissor truck, general office equipment, computer, telephone, and other equipment when needed.; safety equipment includes hard hat, safety glasses, back belt, and steel-toed safety shoes. Some work environments may require the prolonged use of a breathing respirator and/or hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

Requires completion of a recognized apprentice program or two years of experience on large forklifts, (20-ton capacity). Crane operator, dozer operator, loader operator, or scraper operator experience may be substituted for forklift experience.

OTHER SPECIAL QUALIFICATIONS

Must be certified as a Forklift Operator for forklifts of five tons and above according to REECO Safety Code H23. Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Fry Cook

JOB CODE : 030409, 030468

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares, seasons, and cooks soups, meats, vegetables, desserts, and other foodstuffs for consumption in the Nevada Test Site Food Service Cafeteria.

DIMENSIONS

The incumbent reports to Second Cook, Chef, or Food Services Supervisor and has no supervisory responsibility; may perform in lead capacity.

NATURE AND SCOPE

1. Prepares food in advance or "to order" for meal period assigned;
2. Adjusts thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and steam kettles;
3. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment;
4. Bakes, roasts, broils, fries, grills, and steams eggs, meats, fish, vegetables, and other foods under guidance;
5. Adds seasoning to food, according to instructions from others, during mixing or cooking;
6. Observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked; carves meat, portions food on serving plates, adds gravies and sauces, and garnishes servings to fill orders as directed;
7. May wash, peel, cut, and shred vegetables and fruits to prepare them for use; may butcher chickens, fish, and shellfish as directed; may bake bread, rolls, cakes, and pastry as time permits;
8. Maintains a "clean-as-you-work" environment at all workstations; cleans and details grill surfaces, drip pans, and snack line surfaces, floors, and boxes at end of meal periods;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies up to 25 pounds; occasional lifting up to 50 pounds of loaded trays/supplies;
3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc., exerting force of 5 to 30 pounds;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Fry Cook

4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to all procedures and instructions and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.;
4. Must be able to deal with pressure of multiple processes/interruptions while maintaining kitchen production schedule.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, chemical/cleaning solutions, and assorted kitchen utensils/equipment. Safety equipment includes safety glasses/shoes and eye/hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as Fry Cook. Time spent in these classifications in attaining accredited certification can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Grade Checker

JOB CODE : 031529, 036529

DATE PREPARED : July 21, 1992

Revised: December 2, 1993

SUMMARY STATEMENT

The incumbent checks the grade on roads, building pads, drill sites, event locations, and trenches to ensure conformance to establish guidelines.

DIMENSIONS

The incumbent reports to an Operator Foreman or construction foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Sets grade stakes to guide earth-moving equipment operators in sloping roadways and filling embankments using measuring instruments and hand tools;
2. Reads grade stakes set by surveyors using levels and other hand tools to determine grade specifications;
3. Measures horizontally/vertically in specified ratio from survey state to juncture of embankment and initial excavation using survey rod and eye level;
4. Carries grade off of surveyors' stakes;
5. Observes excavating activities to verify conformance to stake references; notifies equipment operators cut/fill as appropriate or supervisors of any deviation;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent standing/walking up to three to four miles on uneven terrain per shift depending upon assignment while performing job duties;
2. Occasional lifting/carrying up to 25-pound grade stakes, equipment/materials, etc.;
3. Frequent bending/twisting at waist/knees/neck while checking road grade, building pads, drill sites, event locations, and trenches to ensure conformance to guidelines;
4. Frequent kneeling/crouching while reading grade stakes and while performing other job tasks;
5. Constant use of both hands/arms reaching/grasping/gripping while performing job duties;
6. Constant use of sight abilities with good depth perception, visual acuity in near-, mid-, and far-range of vision;

Grade Checker

7. Constant use of speech/hearing abilities giving/receiving instructions, performing routine exchanges of information, and communicating with operators/supervisors.

Mental

1. Frequent mental alertness and attention to detail is required while performing some tasks, especially working in/around moving equipment, working in hazardous areas, or performing more detailed work;
2. Must be able to communicate verbally in order to perform routine exchanges of information and communicate with coworkers/supervisors;
3. Must be able to read/write/speak English;
4. Must be able to perform basic mathematical calculations;
5. Must be able to use judgment and make decisions independently; must have good visualization/spatial aptitude, good problem-solving, and analytical skills to perform job duties accurately/safely;
6. Must be able to deal with working in hazardous environments and working under time constraints.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors subject to typical year-around Nevada weather conditions. May be required to work at altitudes 6,700 feet above sea level.

Tools & Equipment Used: Hand/power tools, measuring devices, and any other equipment necessary. Safety equipment includes hard hat, safety shoes, dust mask, hearing/eye protection, back-support belt, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

The incumbent is required to have completed a recognized apprentice program or a minimum of three years of experience as a grade checker or dirt spreader. Consideration is given for equivalent experience as chief of party, instrument man, or surveyor.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Head Baker

JOB CODE : 030403, 030462

DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares, supervises, and coordinates the production of baked goods according to recipes to ensure adequate variety and quantity.

DIMENSIONS

The incumbent reports to a Food Services Supervisor or Chef and directs the activities of Bakers; may direct cooks, pantry personnel, or head service attendants who are involved in preparation of baked goods and pastries.

NATURE AND SCOPE

1. Supervises, coordinates, and assists in the preparation of bread, rolls, muffins, biscuits, pies, cakes, cookies, and other baked goods according to recipes;
2. Checks production schedule to determine variety and quantity of goods to bake; plans production according to daily requirements;
3. Requisitions supplies and equipment as necessary;
4. Measures ingredients using measuring cups and spoons; mixes ingredients using hands or electric mixers; prepares baking pans as required (i.e., greasing and flouring); cuts or forms dough into loaves or desired shapes and places in proper baking pan; pours batters into proper baking pan; does he really mix w/his hands?
5. Responsible for sanitation of kitchen, baking, and service areas; ensures that all personnel follow a "clean-as-you-go" working environment;
6. Adjusts drafts or thermostatic controls to regulate oven temperature; places items to be baked in oven for proper amount of time; removes baked goods from oven when done;
7. Ensures that all line food items meet with proper requirements and standards; observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying trays, baking pans, and baking supplies up to 25 pounds; occasional lifting up to 50 pounds of loaded trays and bags of flour and sugar;

Head Baker

3. Frequent pushing/pulling using both hands/arms sliding trays/baking pans, kneading bread, opening oven doors, using mixers and equipment, and cleaning, exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter, kneading bread, placing food in ovens, operating equipment, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in preparing and determining doneness/quality of baked goods and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, coworkers, and supervisors;
8. Constant use of sense of smell and taste in determining doneness, flavor, and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of baked goods.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that baked goods are prepared well according to recipes; production standards are being met, ensuring that all sanitation procedures are followed; and in maintaining a safe work environment;
2. Must be able to determine daily requirements, prioritize, and delegate in order to ensure that baked goods are produced in necessary variety and quantity in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, recipes, instructions, rules, etc.;
4. Must possess good interpersonal and supervisory skills in order to provide leadership, guidance, and training to assigned personnel and to communicate with coworkers, supervisors, and customers in a positive, effective, and professional manner;
5. Must be able to deal with pressure of frequent interruptions multiple activities necessary to meet kitchen production schedule;
6. Must be able to learn and understand recipes, menus, sanitation regulations/procedures, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a kitchen environment.

Tools & Equipment Used: Ovens, knives, mixers, scales, measuring equipment, and assorted kitchen equipment/utensils. Safety equipment includes gloves/apron, safety glasses, and safety shoes as needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Five years of experience as Head Baker or Baker. Must be knowledgeable of all doughs and be able to create complex pastries. Time spent in these classifications in attaining accredited certification can be counted as part of overall required experience.

Head Baker

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Head Butcher

JOB CODE : 030406, 030465

DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises, coordinates, and participates in the preparation of meats in required portion forms for use in kitchens according to proper production and sanitation procedures.

DIMENSIONS

The incumbent reports to a Food Services Supervisor and supervises the activities of Butchers.

NATURE AND SCOPE

1. Supervises, coordinates, and participates in the cutting, trimming, boning, tying, and grinding of meats using butcher's cutlery and power equipment to portion and prepare meat in cooking form;
2. Cuts, trims, and bones carcass sections or prime cuts using knives, meat saw, cleaver, or bandsaw to produce cooking cuts such as roasts, steaks, chops, stew cubes, and ground meat;
3. Follows proper sanitation standards maintaining a "clean-as-you-go" environment; wears proper sanitation attire including whites, apron, hair net, if required, cap, and gloves;
4. Cuts and weighs meat for individual servings; shapes and ties roasts; tends electric grinder to grind meat;
5. May estimate requirements and requisition or order meat supplies;
6. May receive, inspect, and store meat upon delivery; may record quantity of meat received and issued to cooks; may clean fowl and fish;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i></p>

1. Constant standing/walking throughout work shift;
2. Constant lifting/carrying meat/trays up to 15 pounds; frequent lifting up to 30-pound large pieces of meat/equipment; occasional lifting up to 50 pounds;
3. Frequent pushing/pulling using both hands/arms cutting/sawing/chopping meat, opening doors, using knives, and cleaning, exerting force of 5 to 40 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter, cutting meat, storing in refrigerators, cleaning, etc.;

Head Butcher

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while cutting meat, operating equipment, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with cooks, coworkers, and supervisors;
8. Frequent use of sense of smell in determining freshness and quality of food being handled.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that meat is prepared according to requirements and sanitary regulations and maintaining safe work environment;
2. Must be able to determine daily requirements, prioritize, and delegate in order to ensure that meat cuts are produced in necessary variety and quantity to fill orders in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, order sheets, etc.;
4. Must be able to learn/understand meat cutting instructions and diagrams;
5. Must be able to deal with pressure of frequent interruptions, problem-solving, and kitchen production schedule;
6. Must possess good interpersonal and supervisory skills in order to provide leadership, guidance, and training to assigned personnel and communicate with coworkers/customers/vendors/supervisors in a positive, professional, and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen.

Tools & Equipment Used: Knives, cleavers, meat saw, bandsaw, meat grinder, and assorted kitchen and cleaning equipment. Safety equipment includes gloves, apron, safety shoes, and safety glasses required.

REQUIRED TRAINING AND WORK EXPERIENCE

Five years of experience as Butcher. Time spent in these classifications in attaining accredited certification can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Head Custodian

JOB CODE : 030501, 030503

DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises and coordinates activities necessary to clean offices/housing/food service common areas and medical facilities at the Nevada Test Site.

DIMENSIONS

The incumbent reports to an exempt supervisor and supervises the activities of Custodians.

NATURE AND SCOPE

1. Supervises and coordinates activities of Custodians;
2. Assists in cleaning rooms and halls and performing any combination of the following duties: wiping surfaces, mopping, vacuuming, sweeping, waxing, replenishing supplies, dusting, polishing, and emptying trash receptacles;
3. May perform all duties assigned to Custodians;
4. Prepares daily work assignments and rosters;
5. Orders supplies as necessary;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying cleaning supplies/equipment/trash up to 20 pounds; occasional lifting up to 50-pound heavier items including five-gallon cans of supplies; assistance available for heavier items;
3. Frequent pushing/pulling using both hands/arms while mopping/sweeping/vacuuming/wiping surfaces, etc., exerting 5 to 30 pounds of force; occasionally exerting up to 50 pounds of force while moving furniture/equipment;
4. Constant bending/twisting at waist/knees/neck while performing duties;
5. Frequent kneeling/crouching while cleaning floors or lower level surfaces;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while cleaning/operating equipment; overhead reaching required;

Head Custodian

7. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements including depth perception, peripheral vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
8. Frequent use of hearing/speech abilities in communicating with coworkers and supervisors.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that facilities are cleaned properly according to established procedures and regulations and in maintaining a safe work environment;
2. Must be able to determine requirements and organize/prioritize/delegate to ensure that facilities are maintained according to established procedures in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.;
4. Must possess good oral/written communication skills in order to communicate with customers, supervisors, and coworkers in a professional and effective manner;
5. Must possess effective leadership/supervisory skills in order to provide guidance and training to assigned personnel in a positive and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors.

Tools & Equipment Used: Mops, brooms, vacuums, buffers, cleaning solutions, and other cleaning supplies.

REQUIRED TRAINING AND WORK EXPERIENCE

One year of experience as custodian, shift cleaning supervisor, porter, house person, utility person, room inspector/inspectress, or equivalent lead person classification.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Head Exchange Attendant

JOB CODE : 030430, 030479

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates/directs Exchange Attendants in the operation of a small convenience store within the Food Service Cafeteria of the Nevada Test Site.

DIMENSIONS

The incumbent reports to a Food Services Supervisor and may supervise one or more Exchange Attendants.

NATURE AND SCOPE

1. Assigns/directs/reviews work of Exchange Attendants or other personnel as assigned;
2. Operates cash register and provides customer service;
2. Stocks/maintains all inventory within store;
3. Displays items; keeps dated stock rotated as required;
4. Sells unopened bottles of alcoholic/nonalcoholic beverages to be taken from premises when licensed for sale of packaged goods;
5. Receives payment for amount of sale and makes change;
6. Maintains clean work environment;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking short distances throughout shift;
2. Frequent lifting/carrying of notions/food stuffs/ supplies up to 25 pounds; occasionally lifting up to 35 pounds maximum;
3. Occasional pushing/pulling using both hands/arms moving supplies;
4. Frequent bending/twisting at waist/neck while stocking shelves, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating cash register receiving payment, etc.; some overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment;

Head Exchange Attendant

7. Constant use of speech/hearing abilities in communicating with customers, coworkers, and supervisors.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in making correct change, ordering supplies, and maintaining a safe work environment;
2. Must possess good interpersonal skills in order to communicate with all types of people in a pleasant manner;
3. Must be able to attend to the needs/requests of customers;
4. Must possess basic mathematical skills and ability to make change accurately;
5. Must be able to read/write/speak English, instructions, rules, etc.;
6. Must possess independent judgement in order to determine whether patrons meet age requirement for purchasing alcoholic beverages.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in the Food Service Cafeteria.

Tools & Equipment Used: Cash register, hand truck, and general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as exchange attendant, storekeeper, or related experience in retail sales of liquor/sundries and full-line retail merchandising.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Head Pantry

JOB CODE : 030412, 030469

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent oversees activities of pantry personnel and assists in preparation of all items required for the pantry.

DIMENSIONS

The incumbent reports to Second Cook, Chef, or Food Services Supervisor and supervises the activities of pantry personnel.

NATURE AND SCOPE

1. Instructs and assists pantry personnel in preparation of all pantry items;
2. Maintains consistent quality of all items; ensures that all produce is fresh, properly dated, and rotated;
3. Prepares salads, dressings, and cold sauces for Nevada Test Sites;
4. Sets up and maintains salad bar; sets up special party trays including cold cuts, cheese, vegetable, chip and dip, fruit, etc.;
5. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment; adds seasoning to food during mixing or cooking according to instructions;
6. Observes and tests food being prepared by tasting, smelling, and observation;
7. May wash, peel, cut, and shred vegetables and fruits to prepare them for use; may butcher chickens, fish, and shellfish as directed; may bake bread, rolls, cakes, and pastry as time permits;
8. Maintains a "clean-as-you-work" environment at all workstations; ensures that all workstations and food contact surfaces are neat, clean, and sanitary;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies/dishes/trays up to 35 pounds; occasional lifting up to 50 pounds;
3. Frequent pushing/pulling using both hands/arms moving food stuffs/sliding plates/opening doors and using knives/cleaning exerting force of 5 to 30 pounds;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Head Pantry

4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in refrigerators, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor/quality of food being prepared;
9. Frequent use of sense of touch in determining freshness of foods.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to all procedures and instructions and in maintaining a safe work environment;
2. Must be able to plan/organize workload to ensure that all activities are completed in a timely manner;
3. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
4. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.;
5. Must be able to deal with pressure of frequent interruptions, problem-solving, etc.;
6. Must possess good leadership/supervisory skills in order to assign, review, and train pantry personnel in an effective and positive manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an industrial kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, and assorted kitchen equipment/utensils.

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of experience as pantryman, assistant storekeeper, or cook's helper. Time spent in these classifications, in attaining accredited certification, can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Head Service Attendant

JOB CODE : 030415, 030473

DATE PREPARED : June 2, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent accepts payment and makes change for food items during meal periods and stocks/cleans assigned areas. The incumbent also displays, maintains, and serves menu items in cold line according to proper serving methods and portion sizes.

DIMENSIONS

The incumbent reports to the Second Cook, Chef, or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs cashier duties during meal periods; accepts cash payment and makes change for food items;
2. Sets up and keeps cold serving lines and refrigerator reach-ins neat and replenished throughout meal periods; breaks down cold lines at end of meal periods; prepares serving line items for display/serving, (i.e., cutting pies/cakes/pastries, dishing up fruit, arranging milk/juice containers, etc.); ensures proper serving methods and portion sizes are used;
3. Assists in straightening dining room; replenishing supplies; setting/cleaning tables and chairs; cleaning microwaves, toasters, condiment areas; and writing menu on menu board, etc., in between meal periods;
4. Sets up and serves hot line throughout meal periods; fills steam tables to proper levels and adjusts temperature; ensures all menu items are on steam table with proper serving utensils in time for meal periods; breaks down hot line at end of meal periods;
5. Prepares money order sheets; turns in money and orders at end of meal periods;
6. Follows proper sanitation standards maintaining a "clean-as-you-go" environment; wears proper sanitation attire including whites, apron, hairnet, if required, cap, and gloves;
7. Maintains familiarity with daily menu items in time for meal periods;
8. Reviews menu with Second Cook or Chef and ensures that all necessary condiments, service utensils, and any special items are available in time for meal periods;
9. Properly stores and covers all leftover food items;
10. Informs Chef or supervisor of all outdated and/or non-appealing items; documents all discards properly;
11. Properly stores and rotates all stock and supplies as required;
12. Assists in kitchen production as directed by Second Cook or Chef;
13. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

Head Service Attendant

14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional-to-constant standing/walking throughout work shift;
2. Frequent sitting on stool at cash register during meal periods;
3. Frequent lifting/carrying cash drawer, supplies, etc., up to 20 pounds;
4. Frequent lifting/carrying food, dishes, and trays, up to 25 pounds; occasional lifting up to 50 pounds of loaded food trays/supplies;
5. Frequent pushing/pulling, closing cash drawer, cleaning, sliding plates, opening/closing doors, moving supplies, and cleaning while exerting force of 5 to 30 pounds;
6. Frequent bending/twisting at waist/neck while operating cash register, cleaning, working at counter or service line, preparing food, placing food in refrigerators, etc.;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while cashiering, cleaning, serving food, etc.; some overhead reaching required;
8. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include hand/eye coordination and visual acuity in near- and mid-range vision;
9. Constant use of hearing/speech abilities in communicating with food servers, customers, coworkers, and supervisors.
10. Frequent use of sense of smell in determining freshness and quality of food being served.

Head Service Attendant

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring accurate payment and change are made, cleaning/stocking assigned areas according to procedures, ensuring that food is displayed and served according to all procedures and instructions, and in maintaining a safe work environment;
2. Must possess good interpersonal skills in dealing with customers;
3. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
4. Must possess excellent basic mathematical skills and be able to make change quickly and accurately;
5. Must be able to read/write/speak English, instructions, and rules, complete money order sheets, discard sheets, etc.;
6. Must work quickly during heavy work load at mealtimes, ring up order, and be flexible and able to follow daily menu changes.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service cafeteria.

Tools & Equipment Used: Refrigerators, cold and hot serving line equipment, knives, mixers, and assorted kitchen equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

One year of experience as a service attendant, cashier, kitchen steward, dishwasher, pot washer, kitchen worker, coffee maker, vegetable person, waiter/waitress, busperson, cashier, or bartender.

OTHER SPECIAL QUALIFICATIONS

Must be able to operate cash register and make change.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Heavy-Duty Repairman (Maintenance)

JOB CODE : 036521

DATE PREPARED : October 19, 1993

SUMMARY STATEMENT

The incumbent performs diagnostic evaluation and makes repairs on vehicles up to and including one-ton trucks.

DIMENSIONS

The incumbent reports to a Heavy-Duty Repairman Foreman and may assist in training a helper; otherwise, no supervisory responsibility.

NATURE AND SCOPE

1. Conducts diagnosis and repairs and/or replacement of fuel systems, drive trains, brake systems, suspension, engine, cooling, air conditioning, and mounted auxiliary equipment on light to medium trucks and trailers;
2. Connects and operates electrical and electronic diagnostic equipment to diagnose and repair electronic engine, transmission, climate, and accessory controls and systems, including connections and trailer wiring;
3. Repairs all suspension systems for light to medium trucks, including repair, rebuilding, rebushing, replacement and/or modifications when necessary;
4. Repairs, rebuilds, installs, removes, and/or modifies vehicle-mounted auxiliary or accessory equipment including liftgates, snowplow and sand spreader systems, and small gasoline and diesel auxiliary or cargo system operating engines;
5. Operates conventional automotive shop equipment including electronic and electrical test equipment of all types, pneumatic, electric and hydraulic hand tools, presses, pullers, etc., micrometers, calipers, dial indicators, and other critical and fine measuring equipment;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop or outdoors at times;
2. Occasional sitting while working on equipment or while operating equipment/vehicles;
3. Frequent lifting/carrying up to 10 to 50 pounds of parts, tools, and equipment for distances of up to 50 feet; assistive devices available for lifting/carrying 75 to 100 pounds;
4. Frequent pushing/pulling exerting up to 35 to 50 pounds of force using one or both hands/arms while moving equipment or using large tools; occasionally exerting force up to 75 pounds;

Heavy-Duty Repairman (Maintenance)

5. Occasional-to-frequent climbing/balancing on ladders while performing job duties;
6. Constant bending/twisting of knees/waist/neck; often working in awkward positions while making repairs;
7. Frequent kneeling/crouching while performing installation/repairs of equipment;
8. Constant use of hand/arms grasping/fingering/gripping/handling while installing/repairing equipment; at times, work with arms extended and overhead;
9. Constant use of sight abilities while inspecting/repairing equipment; visual requirements include hand/eye/foot coordination and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers and supervisors and providing customer/vendor service.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in installing/repairing equipment to proper specifications and in maintaining a safe work environment;
2. Must be able to follow oral/written instructions and apply knowledge and experience toward completing all assignments in a timely manner;
3. Must be able to read/understand technical manuals, catalogues, schematics, and Material Safety Data Sheet guidelines;
4. Must apply good mechanical aptitude, ability to identify malfunctions, and problem-solving skills to all work;
5. Must possess good oral/written communication skills in order to deal with coworkers/supervisors and provide customer/vendor service in a professional and effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Occasional exposure to moving objects/vehicles, burns, toxic/caustic chemicals, lubrication oils/grease, odors/fumes, noise (sometimes at levels in excess of 80 dBA, awkward positions, cramped quarters, slippery surfaces, and pinch points.

Tools & Equipment Used: Conventional automotive shop equipment including electronic and electrical test equipment of all types, pneumatic, electric and hydraulic hand tools, presses, pullers, etc., micrometers, calipers, dial indicators, and other critical and fine measuring equipment;

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of experience as a heavy-duty repairman or completion of a recognized apprenticeship program is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Heavy-Duty Repair Helper (Construction)

JOB CODE : 031523

DATE PREPARED : July 20, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent learns and assists in performance of the duties of a Heavy-Duty Repairman including mechanical repair of heavy-duty trucks/trailers greater than one ton capacity. Operates steam cleaner and other parts of cleaning equipment.

DIMENSIONS

The incumbent reports to a Heavy-Duty Shop Foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Assists the repairmen in making repairs of moving parts;
2. Performs dismantling of assemblies removing defective parts;
3. Assists in replacing parts and rebuilding under the direction of the repairman;
4. Works with power/hand tools, pneumatic/electric/hydraulic hand tools, presses, and pullers and may assist the repairman in using electronic/electrical test equipment of all types;
5. Operates steam cleaner and parts washer;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop or outdoors at times;
2. Occasional sitting while working on equipment;
3. Frequent lifting/carrying up to 10 to 50 pounds of parts, tools, and equipment; distances of up to 50 feet; assistive devices available for lifting/carrying up to 100 pounds;
4. Frequent pushing/pulling exerting up to 35 to 50 pounds of force using one or both hands/arms while moving equipment or using large tools; occasionally exerting force up to 75 pounds;
5. Occasional climbing/balancing on ladders while performing job duties;
6. Constant bending/twisting of knees/waist/neck; often working in awkward positions while cleaning and assisting in repairs;

Heavy-Duty Repair Helper (Construction)

7. Frequent kneeling/crouching while cleaning and assisting in installation/repairs of equipment;
8. Constant use of hand/arms grasping/gripping/fingering/handling while installing/repairing equipment; at times, work with arms extended and overhead; may require extensive gripping force when using high-pressure steam-cleaning equipment;
9. Constant use of sight while cleaning/inspecting/repairing equipment; visual requirements include hand/eye/foot coordination and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers and supervisors and providing customer/vendor service.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in assisting with repairing equipment to proper specifications and in maintaining a safe work environment;
2. Must be able to follow oral/written instructions and apply knowledge and experience toward completing all assignments in a timely manner;
3. Must be able to read/understand technical manuals, and Material Safety Data Sheet guidelines;
4. Must apply good mechanical aptitude and problem-solving skills to all work;
5. Must possess sufficient oral/written communication skills in order to interact with coworkers/supervisors and complete required paperwork;
6. Must be able to read/write/speak English and possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a shop environment or outdoors in all types of weather, depending on the job assignment.

Tools & Equipment Used: Hand/power tools, steam-cleaning equipment, pneumatic tools; safety equipment may include hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed. Some work environments may require the prolonged use of a breathing respirator and/or hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

None.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Heavy-Duty Repairman (Construction) - Fleet

JOB CODE : 031521

DATE PREPARED : July 27, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent diagnoses/repairs the components, systems, subassemblies, electronic, electrical, pneumatic, hydraulic functions, and associated equipment on heavy-duty trucks/trailers greater than one-ton capacity.

DIMENSIONS

The incumbent reports to a Heavy Duty Repairman Foreman and may assist in training a helper; otherwise no supervisory responsibility.

NATURE AND SCOPE

1. Conducts diagnosis, repairs, and/or replacement of fuel systems, drive trains, brake systems, suspension, engine, cooling, air conditioning, and mounted auxiliary equipment on heavy-duty trucks and trailers;
2. Connects and operates electrical and electronic diagnostic equipment to diagnose and repair electronic engine, transmission, climate, and accessory controls and systems, including interstate commerce connection cords and connections and trailer wiring;
3. Repairs all suspension types and systems for trucks, tractors, and trailers including repair, rebuilding, rebushing, replacement, and/or modifications for conventional and air-ride types, axle alignment measurement, and corrective actions;
4. Repairs, rebuilds, installs, removes, and/or modifies vehicle-mounted auxiliary or accessory equipment including cranes, cargo lifts, manlifts, liftgates, generators, cargo tanks, pumps, aircraft refueling trucks, snowplow and sand spreader systems, small gasoline and diesel auxiliary or cargo system operating engines, and fire engines and associated equipment including high-pressure pumps and controls;
5. Operates conventional truck shop equipment including electronic and electrical test equipment of all types, pneumatic, electric and hydraulic hand tools, presses, pullers, etc., micrometers, calipers, dial indicators, and other critical and fine-measuring equipment;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop or outdoors at times;
2. Occasional sitting while working on equipment or while operating equipment/vehicles;
3. Frequent lifting/carrying up to 10 to 50 pounds of parts, tools, and equipment for distances of up to 50 feet; assistive devices available for lifting/carrying of 75 to 100 pounds;

Heavy-Duty Repairman (Construction) - Fleet

4. Frequent pushing/pulling exerting up to 35 to 50 pounds of force using one or both hands/arms while moving equipment or using large tools; occasionally exerting force up to 75 pounds;
5. Occasional frequent climbing/balancing on ladders while performing job duties;
6. Constant bending/twisting of knees/waist/neck; often working in awkward positions while making repairs;
7. Frequent kneeling/crouching while performing installation/repairs of equipment;
8. Constant use of hand/arms grasping/fingering/gripping/handling while installing/repairing equipment; at times work with arms extended and overhead;
9. Constant use of sight abilities while inspecting/repairing equipment; visual requirements include hand/eye/foot coordination and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers and supervisors and providing customer/vendor service.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in installing/repairing equipment to proper specifications and in maintaining a safe work environment;
2. Must be able to follow oral/written instructions and apply knowledge and experience toward completing all assignments in a timely manner;
3. Must be able to read/understand technical manuals, catalogues, schematics, and Material Safety Data Sheet guidelines;
4. Must apply good mechanical aptitude, ability to identify malfunctions, and problem-solving skills to all work;
5. Must possess good oral/written communication skills in order to deal with coworkers/supervisors and provide customer/vendor service in a professional and effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a shop environment (70 percent) or outdoors in all types of weather (30 percent).

Tools & Equipment Used: Hand/power tools, pneumatic tools, crane, hoist, cargo lifts, manlifts, liftgates, generators, cargo tanks, pumps, aircraft refueling trucks, snowplow and sand spreader systems, small gasoline/diesel auxiliary or cargo system operating engines, fire engines and associated equipment including high pressure pumps/controls, and other equipment as needed; safety equipment may include hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of experience as a heavy-duty repairman or completion of a recognized apprenticeship program is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Heavy-Duty Repairman (Construction) - Equipment

JOB CODE : 031521

DATE PREPARED : July 27, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent diagnoses/repairs the components, systems, subassemblies, electronic, electrical, pneumatic, hydraulic functions, and associated equipment on all construction equipment, mining equipment, and lift cranes.

DIMENSIONS

The incumbent reports to a Heavy Duty Repairman Foreman and may assist in training a helper; otherwise no supervisory responsibility.

NATURE AND SCOPE

1. Conducts diagnosis, repairs, and/or replacement of fuel systems, drive trains, brake systems, suspension, engine, cooling, air conditioning, and mounted auxiliary equipment on all construction equipment, mining equipment, and cranes;
2. Connects and operates electrical and electronic diagnostic equipment to diagnose and repair electronic engine, transmission, climate, and accessory controls and systems, including interstate commerce connection cords and connections and trailer wiring;
3. Rebuilds/repairs all suspension types and systems for trucks, tractors, trailers, and track-laying equipment including repair, rebuilding, rebushing, replacement, and/or modifications for conventional and air-ride types, axle alignment measurement, and corrective actions;
4. Repairs, rebuilds, installs, removes, and/or modifies vehicle-mounted auxiliary or accessory equipment including cranes, cargo lifts, manlifts, liftgates, generators, cargo tanks, pumps, aircraft refueling trucks, snowplow and sand spreader systems, small gasoline and diesel auxiliary or cargo system operating engines, fire engines and associated equipment, welding machines, and compressors including high-pressure pumps and controls;
5. Operates conventional truck shop equipment including electronic and electrical test equipment of all types, pneumatic, electric and hydraulic hand tools, presses, pullers, etc., micrometers, calipers, dial indicators, and other critical and fine-measuring equipment;
6. Repairs and rebuilds mine hoists and associated mining components;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop or outdoors at times;

Heavy-Duty Repairman (Construction) - Equipment

2. Occasional sitting while working on equipment or while operating equipment/vehicles;
3. Frequent lifting/carrying up to 10 to 50 pounds of parts, tools, and equipment for distances of up to 50 feet; assistive devices available for lifting/carrying of 75 to 100 pounds;
4. Frequent pushing/pulling exerting up to 35 to 50 pounds of force using one or both hands/arms while moving equipment or using large tools; occasionally exerting force up to 75 pounds;
5. Occasional frequent climbing/balancing on ladders while performing job duties;
6. Constant bending/twisting of knees/waist/neck; often working in awkward positions while making repairs;
7. Frequent kneeling/crouching while performing installation/repairs of equipment;
8. Constant use of hand/arms grasping/fingering/gripping/handling while installing/repairing equipment; at times work with arms extended and overhead;
9. Constant use of sight abilities while inspecting/repairing equipment; visual requirements include hand/eye/foot coordination and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers and supervisors and providing customer/vendor service.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in installing/repairing equipment to proper specifications and in maintaining a safe work environment;
2. Must be able to follow oral/written instructions and apply knowledge and experience toward completing all assignments in a timely manner;
3. Must be able to read/understand technical manuals, catalogues, schematics, and Material Safety Data Sheet guidelines;
4. Must apply good mechanical aptitude, ability to identify malfunctions, and problem-solving skills to all work;
5. Must possess good oral/written communication skills in order to deal with coworkers/supervisors and provide customer/vendor service in a professional and effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills;
7. Must have a basic understanding regarding driving of one-ton to two and one-half-ton trucks requiring Class A driver's license for field use.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a shop environment (70 percent) or outdoors in all types of weather (30 percent). If assigned to field crew, work will be performed outdoors 95 percent of time in all kinds of weather.

Tools & Equipment Used: Hand/power tools, pneumatic tools, crane, hoist, cargo lifts, manlifts, liftgates, generators, cargo tanks, pumps, aircraft refueling trucks, snowplow and sand spreader systems, small gasoline/diesel auxiliary or cargo system operating engines, fire engines and associated equipment including high pressure pumps/controls, and other equipment as needed; safety equipment may include hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

Heavy-Duty Repairman (Construction) - Equipment

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of experience as a heavy-duty repairman or completion of a recognized apprenticeship program is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Heavy-Duty Repairman (Maintenance)

JOB CODE : 036521

DATE PREPARED : October 19, 1993

SUMMARY STATEMENT

The incumbent performs diagnostic evaluation and makes repairs on vehicles up to and including one-ton trucks.

DIMENSIONS

The incumbent reports to a Heavy-Duty Repairman Foreman and may assist in training a helper; otherwise, no supervisory responsibility.

NATURE AND SCOPE

1. Conducts diagnosis and repairs and/or replacement of fuel systems, drive trains, brake systems, suspension, engine, cooling, air conditioning, and mounted auxiliary equipment on light to medium trucks and trailers;
2. Connects and operates electrical and electronic diagnostic equipment to diagnose and repair electronic engine, transmission, climate, and accessory controls and systems, including connections and trailer wiring;
3. Repairs all suspension systems for light to medium trucks, including repair, rebuilding, rebushing, replacement and/or modifications when necessary;
4. Repairs, rebuilds, installs, removes, and/or modifies vehicle-mounted auxiliary or accessory equipment including liftgates, snowplow and sand spreader systems, and small gasoline and diesel auxiliary or cargo system operating engines;
5. Operates conventional automotive shop equipment including electronic and electrical test equipment of all types, pneumatic, electric and hydraulic hand tools, presses, pullers, etc., micrometers, calipers, dial indicators, and other critical and fine measuring equipment;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop or outdoors at times;
2. Occasional sitting while working on equipment or while operating equipment/vehicles;
3. Frequent lifting/carrying up to 10 to 50 pounds of parts, tools, and equipment for distances of up to 50 feet; assistive devices available for lifting/carrying 75 to 100 pounds;
4. Frequent pushing/pulling exerting up to 35 to 50 pounds of force using one or both hands/arms while moving equipment or using large tools; occasionally exerting force up to 75 pounds;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Heavy-Duty Repairman (Maintenance)

5. Occasional-to-frequent climbing/balancing on ladders while performing job duties;
6. Constant bending/twisting of knees/waist/neck; often working in awkward positions while making repairs;
7. Frequent kneeling/crouching while performing installation/repairs of equipment;
8. Constant use of hand/arms grasping/fingering/gripping/handling while installing/repairing equipment; at times, work with arms extended and overhead;
9. Constant use of sight abilities while inspecting/repairing equipment; visual requirements include hand/eye/foot coordination and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers and supervisors and providing customer/vendor service.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in installing/repairing equipment to proper specifications and in maintaining a safe work environment;
2. Must be able to follow oral/written instructions and apply knowledge and experience toward completing all assignments in a timely manner;
3. Must be able to read/understand technical manuals, catalogues, schematics, and Material Safety Data Sheet guidelines;
4. Must apply good mechanical aptitude, ability to identify malfunctions, and problem-solving skills to all work;
5. Must possess good oral/written communication skills in order to deal with coworkers/supervisors and provide customer/vendor service in a professional and effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Occasional exposure to moving objects/vehicles, burns, toxic/caustic chemicals, lubrication oils/grease, odors/fumes, noise (sometimes at levels in excess of 80 dBA, awkward positions, cramped quarters, slippery surfaces, and pinch points.

Tools & Equipment Used: Conventional automotive shop equipment including electronic and electrical test equipment of all types, pneumatic, electric and hydraulic hand tools, presses, pullers, etc., micrometers, calipers, dial indicators, and other critical and fine measuring equipment;

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of experience as a heavy-duty repairman or completion of a recognized apprenticeship program is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Heavy-Duty Repairman Foreman

JOB CODE : 031520, 036520

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises the heavy-duty shop operation and systems. Reviews repairs in process and possesses knowledge of environmental procedures. Troubleshoots, repairs, and maintains construction equipment, mining equipment, lift cranes, and heavy-duty trucks and associated construction equipment over one-ton in weight.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to assigned craft crew; may perform same duties as craftspeople being supervised;
2. Interprets specifications, drawings, and job orders as needed for area of supervision;
3. Repairs and maintains all construction equipment, mining equipment, cranes, and heavy-duty trucks of greater than one-ton capacity and the equipment associated with these vehicles;
4. Operates sophisticated diagnostic equipment to troubleshoot or check electrical, electronic, pneumatic, hydraulic, and mechanical systems and subassemblies; uses all types of tools including electric, pneumatic, and hydraulic equipment and also conventional mechanic and machinist hand tools and necessary devices;
5. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel; tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
6. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
7. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
8. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes; may study schedules and estimate work hour requirements for completion of job; conducts weekly safety meetings to promote safety consciousness;
9. May perform same duties as craftsmen being supervised;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Heavy-Duty Repairman Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop or outdoors at times;
2. Occasional sitting while working on equipment or while operating equipment/vehicles;
3. Frequent lifting/carrying up to 10 to 50 pounds of parts, tools, and equipment for distances of up to 50 feet; assistive devices available for lifting/carrying up to 100 pounds;
4. Frequent pushing/pulling exerting up to 35 to 50 pounds of force using one or both hands/arms while moving equipment or using large tools; occasionally exerting force up to 75 pounds;
5. Occasional-to-frequent climbing/balancing on ladders while performing job duties;
6. Constant bending/twisting of knees/waist/neck; often working in awkward positions while making repairs;
7. Frequent kneeling/crouching while performing installation/repairs of equipment;
8. Constant use of hand/arms grasping/fingering/gripping/handling while installing/repairing equipment; at times, work with arms extended and overhead;
9. Constant use of sight abilities while inspecting/repairing equipment; visual requirements include hand/eye/foot coordination and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers, supervisors, and providing customer/vendor service.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

Heavy-Duty Repairman Foreman

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a shop environment (70 percent) or outdoors in all types of weather (30 percent).

Tools & Equipment Used: Hand/power tools, pneumatic tools, crane, hoist, cargo lifts, manlifts, liftgates, generators, cargo tanks, pumps, aircraft refueling trucks, snowplow and sand spreader systems, small gasoline/diesel auxiliary or cargo system operating engines, fire engines and associated equipment including high pressure pumps/controls, and other equipment as needed; safety equipment may include hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires five years of experience as a heavy-duty repairman.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Heavy-Duty Repairman General Foreman

JOB CODE : 031544, 036544

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises the positions of Heavy-Duty Repairman and Heavy-Duty Repairman Foreman. Coordinates work of supervisory and craft personnel with field operations.

DIMENSIONS

The incumbent reports directly to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals and objectives;
2. Maintains roster, truck assignments, work requests, and crane repair records and completes timecards and job evaluations; assists in formulating procedures and policies necessary for the efficient operation of the section;
3. Makes recommendations on materials, parts, and equipment and assists in determining personnel assignments to work locations and in scheduling work flow to maximize productivity; directs and verifies work order usage with work requests to prevent any overcharging and checks work for accuracy;
4. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes; reviews craft cards to authenticate qualifications of craft workers committed to projects;
5. Conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen; assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
6. Conducts new employee orientation and assists in evaluating employee work performance and recommends personnel actions;
7. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs; answers technical questions regarding craft operations;
8. Assists in total quality management process improvements and customer satisfaction; surveys work areas for environment, safety, and health conditions to assure compliance with Company policies;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

Heavy-Duty Repairman General Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking distances up to one-quarter to one-half mile per shift on concrete surface in shop or outdoors at times while performing inspections/evaluations;
2. Frequent sitting while at desk performing administrative duties or while operating vehicle;
3. Occasional lifting/carrying administrative paperwork or materials/supplies;
4. Occasional pushing/pulling one or both hands/arms while opening doors/drawers;
5. Occasional climbing/balancing on ladders while performing inspections/evaluations and other administrative job duties;
6. Occasional bending/twisting of knees/waist/neck while performing administrative duties or operating vehicle;
7. Occasional kneeling/crouching while inspecting/evaluating installation/repairs of equipment performed by craftsmen under supervision of this position;
8. Constant use of hand/arms grasping/fingering/gripping/handling while performing administrative duties, processing administrative paperwork, etc.;
9. Constant use of sight abilities while inspecting/evaluating and while performing administrative duties; visual requirements include hand/eye/foot coordination and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers/foremen/supervisors, giving/receiving instructions, and providing customer/vendor service.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

Heavy-Duty Repairman General Foreman

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a shop environment (70 percent) or outdoors in all types of weather (30 percent).

Tools & Equipment Used: Hand/power tools, pneumatic tools, crane, hoist, cargo lifts, manlifts, liftgates, generators, cargo tanks, pumps, aircraft refueling trucks, snowplow and sand spreader systems, small gasoline/diesel auxiliary or cargo system operating engines, all construction equipment, mining equipment, cranes, fire engines and associated equipment including high pressure pumps/controls, and other equipment as needed; safety equipment may include hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Completion of a recognized apprenticeship program or a minimum of three years of experience as a Heavy-Duty Repairman is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Heavy-Duty Truck Driver

JOB CODE : 037131, 032131

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent transports personnel and cargo in accordance with all applicable U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Regulations, state regulations, REECO Safety Codes, and the Fleet Operations Department policies and procedures.

DIMENSIONS

The incumbent reports to a driver foreman and has no supervisory responsibilities.

NATURE AND SCOPE

1. Performs transport requirements driving any single vehicle or any combination of vehicles (Type "A") with a Gross Combination Weight Rating of 26,001 or more pounds and the Gross Vehicle Weight Rating of the vehicle(s) being towed is in excess of 10,000 pounds. Performs all duties in compliance with Company environment, safety, and health requirements;
2. Performs a vehicle inspection before driving/operating his or her vehicle and prepares a Driver's Vehicle Inspection Report in writing at the completion of the day's work on each vehicle operated;
3. Supervises the loading and offloading of cargo onto his or her vehicle; secures vehicle's cargo in a safe and reliable manner to prevent damage, spills, or leaks;
4. Assures that the proper license and certification to perform the required task is in possession;
5. Adheres to all applicable traffic regulations;
6. Maintains familiarity with area locations and delivery drop points;
7. Displays proper lifting procedures;
8. Must be familiar with all truck transport equipment used by the Fleet Operations Department, Transportation Section;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking indoors/outdoors on all types of terrain for short distances throughout work shift;
2. Frequent sitting while driving;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Heavy-Duty Truck Driver

3. Occasional lifting/carrying of 10 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of supplies/materials while loading/unloading vehicles using hand trucks/carts;
4. Frequent pushing/pulling with both hands exerting 35 to 75 pounds of force while maneuvering hand trucks/carts laden with materials/supplies;
5. Occasionally climbing stairs or step ladders or while stepping into vehicles;
6. Frequent bending/twisting at waist/knees while loading/unloading vehicle and at waist/neck while driving;
7. Occasional kneeling while loading/unloading or inspecting vehicle;
8. Constant use of both hands/arms reaching/handling/grasping/gripping while on/offloading and driving with both arms extended;
9. Constant use of sight abilities at near-, mid-, and far-range of visual acuity, depth perception, peripheral vision, and hand/eye/foot coordination while performing duties;
10. Constant use of speech/hearing abilities for customer/vendor service and while communicating with coworkers/supervisors;
11. Frequent use of smell to identify chemical spills/leaks of material being transported as support in safety awareness.

Mental

1. Good verbal communication skills are required in routing exchanges of information, communicating with coworkers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs processing Vehicle Inspection Reports and Hazardous Materials checklist;
3. Good reading skills are required to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda;
4. Basic mathematical skills are required;
5. Concentration, alertness, and attention to detail are necessary while monitoring routine processes and operating motor vehicles;
6. Must have good reasoning skills to be able to apply established procedures effectively and safely;
7. Must be able to deal with time constraints to ensure project completion in a timely and safe manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in vehicle cab 60 percent of the time and occasionally outdoors exposed to weather conditions.

Tools & Equipment Used: Hand trucks, carts, cargo securing equipment, two-way radio, hand tools, telephone, vehicle; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

Heavy-Duty Truck Driver

REQUIRED TRAINING AND WORK EXPERIENCE

Requires two years of heavy-duty driving experience on tractor trailers, semis, hoist bed dumps, belly dumps, fuel trucks, water trucks, etc., (18-wheel configurations). Must possess a current Type "A" Commercial Driver License with the appropriate endorsements and a current Class "A" medical certificate; be physically qualified in accordance with the Federal Motor Carrier Safety Regulations; and be able to pass a driver's skills test by Commercial Driver License standards, administered by the Fleet Operations Department. Within one year of employment, must be certified for hazardous materials and explosives transports and have defensive driving training. Must be 21 years or older.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Heavy-Duty Truck Driver Foreman

JOB CODE : 037130, 032130

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent receives and reviews all transport requirements; makes dispatch assignments of drivers; gives all the special instruction; selects drivers with the appropriate license, certifications, and job knowledge; selects the proper equipment for the job; makes certain that transport requirements are in accordance with all applicable U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Regulations, state regulations, REECo Safety Codes, policies and procedures, and the Fleet Operations Department policies and procedures.

DIMENSIONS

The incumbent reports to a driver general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans/issues/reviews work; provides directions to craft work team under supervision of this position; may perform same duties as craftspeople being supervised;
2. Interprets specifications/drawings/job orders as needed for area of supervision; establishes/adjusts work sequences to meet work schedule using knowledge of capacities of equipment/assigned personnel;
3. Tracks materials inventory, maintains required records, assigns priorities, and inspects/evaluates the work of employees being supervised;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. May perform same duties as craftsmen being supervised;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality, and security programs;
11. Performs related work as required.

Heavy-Duty Truck Driver Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking indoors/outdoors on all types of terrain for short distances throughout work shift;
2. Frequent sitting while driving;
3. Occasional lifting/carrying of 10 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of supplies/materials while loading/unloading vehicles using hand trucks/carts;
4. Frequent pushing/pulling with both hands exerting 35 to 75 pounds of force while maneuvering hand trucks/carts laden with materials/supplies;
5. Occasionally climbing stairs or step ladders or while stepping into vehicles;
6. Frequent bending/twisting at waist/knees while loading/unloading vehicle and at waist/neck while driving;
7. Occasional kneeling while loading/unloading or inspecting vehicle;
8. Constant use of both hands/arms reaching/handling/grasping/gripping while driving with both arms extended;
9. Constant use of sight abilities at near-, mid-, and far-range of visual acuity, depth perception, peripheral vision, and hand/eye/foot coordination while performing duties;
10. Constant use of speech/hearing abilities for customer/vendor service and while communicating with coworkers/supervisors;
11. Frequent use of smell to identify chemical spills/leaks of material being transported as support in safety awareness.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft-workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

Heavy-Duty Truck Driver Foreman

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in vehicle cab 60 percent of the time and occasionally outdoors exposed to weather conditions.

Tools & Equipment Used: Hand trucks, carts, cargo securing equipment, two-way radio, hand tools, telephone, and vehicle; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of heavy-duty driving experience on tractor trailers, semis, hoist-bed dumps, belly dumps, fuel trucks, etc. (18-wheel configurations). Requires a thorough understanding of all work processes at assigned work locations; requires a good working knowledge of all transport equipment. The incumbent must be certified in Cardiopulmonary Resuscitation, must have basic safety training for supervisors, Quality Education System, and Hazardous Materials training. Must possess a current Type "A" Commercial Driver License with the appropriate endorsements; a current Class "A" medical certificate; and must be physically qualified in accordance with the Federal Motor Carrier Safety Regulations.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Heavy-Duty Welder

JOB CODE : 031522, 036522

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent lays out, fits, and welds fabricated, cast, and forged components to assemble structural forms such as machinery frames, tanks, pressure vessels, buildings, etc., according to blueprints and knowledge of welding and metallurgy.

DIMENSIONS

The incumbent reports to a foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Selects equipment and plans layout, assembly, and welding, applying knowledge of geometry and physical properties of metal machinery and weld shrinkage;
2. Makes welding repairs depending on weld certification;
3. Bolts, clamps, and tack welds parts to secure in position for welding;
4. Fabricates items according to blueprints;
5. Sets up equipment and welds parts using arc, gas-shielded arc, submerged arc, or gas welding equipment;
6. Repairs products by dismantling, reshaping, and reassembling parts using cutting torch, straightening press, and hand tools;
7. Welds on downhole casing and crane components if certified;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent-to-constant standing/walking short distances throughout shift;
2. Occasional sitting while working at ground level or bench;
3. Frequent lifting/carrying up to 50 pounds of materials/supplies/equipment necessary to perform job duties. assistive devices available for lifting/carrying up to 100 pounds;
4. Frequent pushing/pulling using both hands/arms exerting 50 to 75 pounds of force while performing welding/shop fabrication work and moving materials;
5. Occasional climbing ladders, scaffolding, and equipment up to heights of 30 to 50 feet;

Heavy-Duty Welder

6. Frequent bending/twisting at waist/knees/neck while fabricating and performing other job functions;
4. Occasional kneeling/crouching while performing fabrication work and other job duties;
5. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while performing job duties; may be extended overhead reaching while setting up or dismantling drill rigs/cranes, trailers, elevators, and other structures, welding/fabricating, and performing tests;
6. Constant use of sight/hearing abilities with visual acuity in near-, mid-, and far-ranges of vision, hand/eye/foot coordination, peripheral vision, and when communicating with coworkers/supervisors;
7. Frequent use of speech abilities giving/receiving instructions and communicating with coworkers/supervisors;
8. May be required to work in awkward positions while performing job duties.

Mental

1. Constant mental alertness, concentration, and attention to detail is required due to criticality requirement of work;
2. Must be able to read/write/speak English, complete logs, and to understand blueprints/drawings/schematics;
3. Must have good mathematical skills with advanced algebra, trigonometry, and geometry to perform calculations on close tolerance work;
4. Must possess good problem-solving/reasoning skills and good visualization/spatial aptitude to perform job functions safely/accurately.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors or under cover exposed to typical Nevada weather.

Tools & Equipment Used: Hand/power tools, shop equipment, welding equipment, crane, hoist, and other equipment as needed. Safety equipment includes hard hat, safety glasses, safety belt, welding helmet, and steel-toed safety shoes, eye/hearing protection; may be required to be fitted with respirator.

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of experience as a welder or completion of a certified apprenticeship program is required. Must certify on welding test.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualify for respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: High Voltage Electrical Mechanic

JOB CODE : 035709

DATE PREPARED : August 24, 1993

SUMMARY STATEMENT

Installs, maintains, troubleshoots, and repairs equipment in high voltage switchyards, substations, underground distribution, and power operations centers.

DIMENSIONS

The incumbent reports to a foreman, general foreman, or salaried supervisor. This position provides training and guidance to apprentices and other craft employees, and the incumbent may function in a leadership role. This position has no direct supervisory responsibilities.

NATURE AND SCOPE

1. Installs, maintains, troubleshoots, and repairs equipment in high voltage switchyards, substations, and underground distribution and power operations centers; equipment may include power transmission, distribution, grounding, phase shifting, and instrument transformers; oil, air, gas, and vacuum circuit breakers; reclosers; circuit switchers; step voltage regulators; reactor and capacitor banks; and motor and manually operated disconnecting switches;
2. Works within the established maintenance plan on substation equipment, reports progress and problems, and completes and maintains maintenance records;
3. Participates in special projects such as checkout of new substations, stage additions, or substation preconditioning preparations for installations of supervisory control and data acquisition systems;
4. Safely operates heavy equipment associated with power system maintenance (e.g., aerial manlifts and boom trucks);
5. Climbs poles or structures and/or works in aerial bucket trucks;
6. Shall be competent in the rigging practices and safety in rigging in the conduct of work;
7. Uses various types of test equipment including insulation power factor test equipment, ammeters, voltmeters, wattmeters, multimeters, megohmmeters, low-resistance ohmmeters, earth resistance testers, time-travel recorders for servicing circuit breakers, transformer turns ratio tester, oscillographs with signal conditioning equipment, and insulating oil testing equipment;
8. Reports safety hazards and unsafe conditions and corrects or initiates action to have them corrected; reports potential power systems troubles to supervisor; able to locate and identify relay target actuation in control houses and interpret the effect of protective relay actuation on the affected circuit or system;
9. Performs minor maintenance and housekeeping on substation structures, buildings, fences, and grounds such as application of soil sterilants, etc.;
10. Safely operates passenger vehicles and trucks up to 10,000 pounds Gross Vehicle Weight Rating (GVWR); also operates multiple drive vehicles and trucks of larger GVWR as required by specific job location;
11. Provides technical guidance and training to apprentices and to other craft employees;

High Voltage Electrical Mechanic

12. When requested, supplies minor design data;
13. Required to drive motor vehicles as an incidental part of the position;
14. Complies with safe clearance procedures and safety rules and regulations;
15. Performs switching in high voltage substations and switchyards and may receive clearances and hot line work permits;
16. Reads meters in substations and records readings;
17. Adheres to all Company EEO, affirmative action, environment, health, safety, quality assurance, and security programs;
18. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent-to-constant standing/walking short distances on all types of terrain; may walk up to two to three miles per day depending on job assignment;
2. Occasional sitting while performing job tasks;
3. Frequent lifting/carrying up to 10 to 50 pounds of wire reels, tools, and other equipment as needed for distances up to 1 to 20 feet; may be required to lift/carry up to 75 to 100 pounds of equipment/supplies;
4. Constant pushing/pulling using both hands/arms exerting up to 35 to 50 pounds of force while pulling wire/cables and other job duties;
5. Frequent climbing on scaffolding/ladders while performing job tasks;
6. Frequent bending/twisting at waist/knees/neck while installing/maintaining wiring/cable/electrical fixtures, apparatus, and control equipment;
7. Occasional kneeling/crouching while working at floor/ground level and while doing installation/repair work;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while performing job duties;
9. Constant use of sight abilities with good visual acuity in near- and mid-range, color perception, hand/eye coordination, and depth perception;
10. Frequent use of speech/hearing abilities communicating with coworkers/supervisors and performing other job tasks;
11. May be required to work in awkward positions and/or confined spaces such as attics or underneath structures while performing job duties.

Mental

1. Must possess good written communication skills in recording data/filling out forms/completing logs;
2. Must have basic mathematical skills including basic algebra and trigonometry;

High Voltage Electrical Mechanic

3. Constant mental alertness and attention to detail are required to avoid serious consequences of financial loss and maintain a safe working environment;
4. Must have effective problem-solving skills and be able to troubleshoot malfunctions;
5. Must be able to deal with emergency situations, hazardous conditions, and time constraints.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in the field exposed to adverse weather conditions and occasionally indoors in shop/office environment.

Tools & Equipment Used: Hand/power tools, forklift, crane, welding equipment, digging equipment, drill motors, pipe-bending machine, and a variety of test equipment. Safety equipment includes hard hat, safety glasses, back-support belt, steel-toed safety shoes, eye/hearing protection, respirator, and Anti-C suits.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a journeyman lineman including completion of a recognized power utility or line construction apprenticeship or documented equivalent training and experience; has received Nevada Test Site (NTS) training or has had six months of NTS work experience in one or more classes of electrical equipment named in Nature and Scope No. 1.

OTHER SPECIAL QUALIFICATIONS

Must be currently CPR certified or pass a recognized CPR training program within one year of hire; must be Pole Top Rescue (PTR) certified or pass a recognized PTR training program within one year of hire or date of training availability; must be certified in Boom Equipment Operation (BEO) or pass a certified BEO training program within one year of date of hire or date of training availability; must be certified in switching and clearance procedures (REEC Co Safety Procedure C-9, "Centralized Control of Hazardous Energy for the NTS Power System") within one year of hire or date of training availability and annually thereafter; required to have a working knowledge of the National Electrical Safety Code; must hold current commercial drivers license when driving heavy equipment meeting the Department of Transportation definition of commercial vehicle; lineman welders must be REEC Co certified.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: High Voltage Line Mechanic

JOB CODE : 035707

DATE PREPARED : August 23, 1993

SUMMARY STATEMENT

The incumbent erects, repairs, inspects, and installs high voltage transmission and distribution power lines. The incumbent performs switching in high voltage substations and switchyards.

DIMENSIONS

The incumbent reports to a Lineman Foreman, Lineman General Foreman, or salaried supervisor. This position provides training and guidance to apprentices and others as assigned, and the incumbent may function in a leadership role. This position has no direct supervisory responsibilities.

NATURE AND SCOPE

1. Erects and repairs high voltage transmission and distribution power lines;
2. Inspects electric power transmission lines including steel towers and wood poles from vehicles, on foot, or from aircraft; inspects for woodpecker damage, cracked, or damaged crossarms and x-braces, loose bolts, broken insulators, missing vibration dampers, broken or worn conductors, cotter keys, etc.; maintains records of findings while patrolling on conditions of poles, crossarms, insulators, guy wires, access roads, and anchors;
3. Complies with prescribed clearance and safety rules and regulations; recognizes safety hazards and unsafe conditions and initiates action to alleviate or eliminate hazards;
4. Safely operates heavy equipment associated with power system maintenance; heavy equipment includes line trucks, aerial manlifts, boom trucks, and snow vehicles normally used in construction and maintenance activities of transmission line, substation, and communication facilities;
5. Safely operates passenger vehicles and trucks up to 10,000 pounds Gross Vehicle Weight Rating (GVWR); also operates multiple drive vehicles and trucks of larger GVWR as required by specific job location;
6. Climbs poles or structures and/or works in aerial bucket trucks;
7. Shall be competent in rigging practices and safety in rigging in the conduct of line work;
8. Uses wire pullers, tensioners, phase-rotation meters, voltmeters, and ammeters;
9. Participates in modification, maintenance, installation, and repair of substation structures, transformers, circuit breakers, switches, capacitors, etc.;
10. Reports safety hazards and unsafe conditions and corrects or initiates corrective actions; reports potential power system troubles to supervisor;
11. Is assigned responsibility for certain equipment and vehicles and assures that they are kept in a safe condition and that necessary service and reports are rendered; assists supervisor in the maintenance of various records and reports;
12. May serve on boards of survey and other groups as necessary;

High Voltage Line Mechanic

13. Performs support work in the servicing of communication towers, replaces jumpers, and relamps aerial obstruction markers;
14. Provides training and guidance to apprentices and others as assigned;
15. Required to drive motor vehicles as an incidental part of the position;
16. Installs and replaces poles, crossarms, line hardware, lightning arrestors, and auxiliary equipment; strings conductor from structure to structure to structure; splices conductor when broken; works on energized lines and equipment requiring hot line tools and operation under hot line work permit; repairs requiring clearance (power outages) are scheduled by others;
17. Installs overhead fiberoptic and communication cables supported by messenger wire or static line on poles and structures;
18. Maintains, modifies, installs, and repairs underground high voltage distribution systems to include laying, grounding, and splicing of cable and installation of elbows, transformers, sectionalizing, and switching enclosures;
19. Performs switching in high voltage substations and switchyards and may receive clearance and hot line work permits;
20. Adheres to all Company EEO, affirmative action, environment, health, safety, quality assurance, and security programs;
21. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking short distances on all types of terrain; may walk up to two to three miles per day depending on job assignment;
2. Occasional sitting while performing job tasks;
3. Frequent lifting/carrying up to 10 to 50 pounds of wire reels, tools, and other equipment as needed for distances up to 1 to 20 feet; assistive devices available for lifting/carrying up to 75 to 100 pounds of equipment/supplies;
4. Constant pushing/pulling using both hands/arms exerting up to 35 to 50 pounds of force while pulling wire/cables and other job duties;
5. Frequent climbing on scaffolding/ladders while performing job tasks;
6. Frequent bending/twisting at waist/knees/neck while installing/maintaining wiring/cable/electrical fixtures, apparatus, and control equipment;
7. Occasional kneeling/crouching while working at floor/ground level and while doing installation/repair work;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while performing job duties;
9. Constant use of sight abilities with good visual acuity in near- and mid-range, color perception, hand/eye coordination, and depth perception;

High Voltage Line Mechanic

10. Frequent use of speech/hearing abilities communicating with coworkers/supervisors and performing other job tasks;
11. May be required to work in awkward positions and/or confined spaces such as attics or underneath structures while performing job duties.

Mental

1. Must possess good written communication skills in recording data/filling out forms/completing logs;
2. Must have basic mathematical skills including basic algebra and trigonometry;
3. Constant mental alertness and attention to detail are required to avoid serious consequences of financial loss and maintain a safe working environment;
4. Must have effective problem-solving skills and be able to troubleshoot malfunctions;
5. Must be able to deal with emergency situations, hazardous conditions, and time constraints.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in the field exposed to adverse weather conditions and occasionally indoors in shop/office environment.

Tools & Equipment Used: Hand/power tools, forklift, crane, welding equipment, digging equipment, drill motors, pipe-bending machine, and a variety of test equipment. Safety equipment includes hard hat, safety glasses, back-support belt, steel-toed safety shoes, eye/hearing protection, respirator, and anti-contamination suits.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a journeyman lineman or completion of a recognized power utility or line construction apprenticeship or documented equivalent training and experience; has received Nevada Test Site (NTS) training in or has had six months of NTS work experience utilizing one or more line work procedures named in Paragraphs 16, 17, or 18 of Major Duties, above.

OTHER SPECIAL QUALIFICATIONS

Must be currently CPR certified or pass a recognized CPR training program within one year of hire; must be Pole Top Rescue (PTR) certified or pass a recognized PTR training program within one year of hire or date of training availability; must be certified in Boom Equipment Operation (BEO) or pass a certified BEO training program within one year of date of hire or date of training availability; must be certified in switching and clearance procedures (REECOs Safeyu Procedure C-9, "Centralized Control of Hazardous Energy for the NTS Power System") within one year of hire or date of training availability and annually thereafter; required to have a working knowledge of the National Electrical Safety Code; must hold current commercial drivers license when driving heavy equipment meeting the Department of Transportation definition of commercial vehicle; lineman welders must be REECOs certified.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Hoist Operator

JOB CODE : 031539, 036539

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates shaft hoist to transport personnel, equipment, material, and excavated material.

DIMENSIONS

The incumbent reports to an Operator Foreman, general foreman, shifter, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates electric powered shaft hoist to convey personnel, equipment, material, and excavated material;
2. Complies with all shaft hoist safety regulations/procedures including inspection and maintenance of wire rope, braking system, Lilly Controller (over travel limits and overspeed protection device), indicators, signaling devices (bells), head frames, and sheaves;
3. Completes the shaft hoist operator's log and assists with entries and completion of daily, weekly, monthly, and annual logs/inspections;
4. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
5. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking to/from console;
2. Frequent sitting on stool with back support while operating shaft hoist;
3. Occasional lifting/carrying materials/equipment up to one to ten pounds;
4. Frequent to constant pushing/pulling levers/controls exerting one to ten pounds of force;
5. Occasional bending/twisting at waist/knees/neck while operating shaft hoist;
6. Constant use of both hands/arms reaching/grasping/gripping while operating shaft hoist hand levers.
7. Constant use of sight/hearing abilities with visual acuity of near-, mid-, and far-range, color/depth perception, peripheral vision, hand/eye/foot coordination, and visually monitoring potential dangers to shaft hoist operation;
8. Frequent use of speech/ abilities while communicating with coworkers/supervisors, listening for alarm bells, and identifying malfunctions in shaft hoist equipment.

Hoist Operator

Mental

1. Good verbal communication skill is required for routine exchanges of information, communicating with coworkers/supervisors, and giving/receiving instructions;
2. Must be able to read/write/speak English;
3. Constant alertness and attention to detail required to avoid serious consequences of error, injury, and potential hazards;
4. Must be able to perform constant repetitive cycle of work operation while moving materials/personnel up/down shaft;
5. Must be able to work restricted or irregular working hours.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in shaft hoist vehicle cab.

Tools & Equipment Used: Shaft hoist, two-way radio, and other equipment as needed. Safety equipment includes hard hat, safety glasses, safety belt, and steel-toed safety shoes.

REQUIRED TRAINING AND WORK EXPERIENCE

Completion of a recognized apprentice program or one year of work experience as a Shaft Hoist Operator is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required; must pass Class "A" driver's test. The incumbent must be 21 years of age or older. Certification is contingent upon qualifications, orientation/certification by an Occupational Safety Professional and a qualified operator, and upon passing through initial/annual physical examinations. Due to limited/intermittent task requirements, capability to operate other surface/underground equipment is desired. Forklift certification required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Industrial Control Wireman

JOB CODE : 035607

DATE PREPARED : August 23, 1993

SUMMARY STATEMENT

The incumbent installs, maintains, troubleshoots, and repairs electrical equipment rated 5.0 kV and below in industrial, commercial, special occupancies, high voltage switchyards, substations, and power operation centers.

DIMENSIONS

The incumbent reports to a foreman, general foreman, or salaried supervisor. This position provides training and guidance to apprentices and other craft employees, and the incumbent may function in a leadership role. This position has no direct supervisory responsibilities.

NATURE AND SCOPE

1. Installs, maintains, troubleshoots, and repairs electrical equipment rated 5.0 kV and below in industrial, commercial, special occupancies, high voltage switchyards, substations, and power operations centers. Equipment may include power, grounding, and instrument transformers; fused and non-fused disconnect switches; load centers and circuit breakers; air compressors; batteries and battery chargers; motor and engine generators; motors; contactors and motor control switchgear; relays; indicating and recording instruments; control switches and related equipment; lighting and miscellaneous power distribution equipment; and station grounding schemes;
2. Works within the established maintenance plan on substation equipment; completes and maintains maintenance records;
3. Participates in special projects such as checkout of new substations, stage additions, or substation preconditioning preparations for installations of supervisory control and data acquisition systems;
4. Uses various types of test equipment including insulation power factor test equipment, ammeters, voltmeters, wattmeters, multimeters, megohmmeters, low resistance ohmmeters, earth resistance testers, and high potential insulation test equipment;
5. Installs, repairs, or makes alterations in substation service systems, station grounding systems, and in alternating current and direct current control system wiring; installs equipment on control panels, relay panels, and in all types of electrical enclosures; works from schematic and wiring diagrams, control board physical layouts, manufacturer's instructions, oral and written instructions, and the National Electrical Code; marks up wiring diagrams and schematics when field changes are made;
6. Installs and maintains wiring, cable, electrical fixtures, apparatus, and control equipment in accordance with applicable codes, plans, specifications, and addenda contained in work packages;
7. Must possess working knowledge of and be able to troubleshoot electromechanical and electronic (solid state) industrial control systems; must be able to retrofit solid state sensors and relay equivalents to existing electromagnetic and electro-pneumatic control systems;
8. Reports safety hazards and unsafe conditions and corrects or initiates corrective action; reports potential system troubles to supervisor;

Industrial Control Wireman

9. Safely operates passenger vehicles and trucks up to 10,000 pounds Gross Vehicle Weight Rating (GVWR); also operates multiple-drive vehicles and trucks of larger GVWR;
10. Provides technical assistance and training to apprentices and to other craft employees;
11. Using established procedures, reboots computers used for supervisory control and data acquisition purposes;
12. When requested, supplies minor design data;
13. Required to drive motor vehicles as an incidental part of the position;
14. May receive clearances;
15. Reads meters in substations and records readings;
16. Adheres to all Company EEO, affirmative action, environment, health, safety, quality assurance, and security programs;
16. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking short distances on all types of terrain; may walk up to two to three miles per day, depending on job assignment;
2. Occasional sitting while performing job tasks;
3. Frequent lifting/carrying up to 10 to 50 pounds of wire reels, tools, and other equipment as needed for distances up to 1 to 20 feet; may be required to lift/carry up to 75 to 100 pounds of equipment/supplies;
4. Constant pushing/pulling using both hands/arms exerting up to 35 to 50 pounds of force while pulling wire/cables and other job duties;
5. Frequent climbing on scaffolding/ladders while performing job tasks;
6. Frequent bending/twisting at waist/knees/neck while installing/maintaining wiring/cable/electrical fixtures, apparatus, and control equipment;
7. Occasional kneeling/crouching while working at floor/ground level and while doing installation/repair work;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while performing job duties;
9. Constant use of sight abilities with good visual acuity in near- and mid-range, color perception, hand/eye coordination, and depth perception;
10. Frequent use of speech/hearing abilities communicating with coworkers/supervisors and performing other job tasks;
11. May be required to work in awkward positions and/or confined spaces such as attics or underneath structures while performing job duties.

Industrial Control Wireman

Mental

1. Must possess good written communication skills in recording data/filling out forms/completing logs;
2. Must have basic mathematical skills including basic algebra and trigonometry;
3. Constant mental alertness and attention to detail are required to avoid serious consequences of financial loss and maintain a safe working environment;
4. Must have effective problem-solving skills and be able to troubleshoot malfunctions;
5. Must be able to deal with emergency situations, hazardous conditions, and time constraints.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in the field exposed to adverse weather conditions and occasionally indoors in shop/office environment.

Tools & Equipment Used: Hand/power tools, forklift, crane, welding equipment, digging equipment, drill motors, pipe-bending machine, and a variety of test equipment. Safety equipment includes hard hat, safety glasses, back-support belt, steel-toed safety shoes, eye/hearing protection, respirator, and Anti-C suits.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a maintenance electrician or completion of a recognized power utility, electrical construction, or electrical maintenance apprenticeship or documented equivalent training and experience. Also has received Nevada Test Site (NTS) training on, or has had six months of, NTS work experience in one or more classes of electrical equipment named in item seven of Major Duties listed above.

OTHER SPECIAL QUALIFICATIONS

Must be currently CPR certified or pass a recognized CPR training program within one year of hire; must be certified in switching and clearance procedures (REECO Safety Procedure C-9, "Centralized Control of Hazardous Energy for the NTS Power System") within one year of hire or date of training availability and annually thereafter. Must be certified in lockout/tagout procedures (REECO Safety Procedure C-8, "Lockout/Tagout") within one year of hire or date of training availability and annually thereafter; required to have a working knowledge of the National Electrical Code; must hold current Commercial Driver's License when driving heavy equipment meeting the Department of Transportation definition of Commercial Vehicle; electrician welders must be REECO-certified.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Inspector/Repairman Welder Foreman (Maintenance)

JOB CODE : 036524

DATE PREPARED : July 22, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises other inspector/repairman/welders performing light duty customer service inspections by coordinating and organizing work activities, quality checking of inspection documents, and personnel time reporting.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to the craft work team under supervision of this position; may perform same duties as craftspeople being supervised;
2. Establishes/adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
3. Tracks materials inventory, maintains required records, assigns priorities, and inspects/evaluates the work of employees being supervised;
4. Makes recommendations on materials, parts, and equipment; analyzes/resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
5. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes; may study schedules and estimate work hour requirements for completion of a job;
6. Interprets Company policies; directs employees supervised in compliance with the latest environmental, safety, and health policies/procedures applicable to this work;
7. Conducts weekly safety meetings to promote safety consciousness;
8. May perform same duties as craftsmen being supervised;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking short distances throughout work shift indoors/outdoors on all types of surfaces up to one mile per shift;

Inspector/Repairman Welder Foreman (Maintenance)

2. Frequent sitting while performing administrative duties of position including inspection, paperwork, written estimates, reviewing time cards and reports, and entering data into computer;
3. Occasional lifting/carrying 1 to 15 pounds of paperwork, materials, and hand tools;
4. Occasional pushing/pulling using one/both hands/arms exerting a force up to 35 pounds while lifting hoods;
5. Frequent bending/twisting at knees/waist/neck while inspecting vehicles;
6. May include kneeling/crouching while inspecting vehicles;
7. Constant use of both hands/arms reaching/handling/grasping/gripping while completing paperwork, operating computer, driving vehicle, and opening doors;
8. Constant use of sight abilities with visual acuity in near- and mid-range for inspecting vehicles and completing paperwork; constant use of hearing abilities communicating with coworkers/vendors/users;
9. Constant use of speech ability communicating with coworkers/vendors/users;
10. May be required to work in awkward position (i.e., underneath vehicle) while inspecting or performing vehicle tests.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in climate controlled environment and outdoors exposed to all types of weather.

Tools & Equipment Used: Hand tools, flashlight, various types of vehicles, general office equipment, computer, calculator, and telephone; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, eye/ear protection, seat belt while operating vehicle, and other equipment when needed.

Inspector/Repairman Welder Foreman (Maintenance)

REQUIRED TRAINING AND WORK EXPERIENCE

Requires one year of experience as a Quality Control Inspector (Maintenance) in light duty customer service. Must certify on welding test.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required. Must be able to pass visual acuity examination.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Instrumentman
JOB CODE : 030905
DATE PREPARED : December 7, 1993

SUMMARY STATEMENT

The Instrumentman operates various survey instruments (i.e., total stations with data collectors and automatic levels) to ensure that accurate information is measured and collected.

DIMENSIONS

The incumbent has remote impact on the operating budget. This position reports to the Survey Party Chief and does not have any supervisory responsibility.

NATURE AND SCOPE

1. Assists the Survey Party Chief in the organization and direction of the survey crew;
2. Operates the survey instruments;
3. Acts as the Survey Party Chief in his absence;
4. Obtains data pertaining to angles, elevations, points, and contours used for map making, mining, or other purposes;
5. Uses alidade, level, transit, plane table, etc., to collect and measure required data;
6. Has operational knowledge and familiarity with the equipment required of the survey party;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking while not operating machines on all types of terrain for short distances throughout work shift;
2. Frequent-to-constant sitting while operating various types of equipment and subject to bouncing/jarring/vibration depending upon type of terrain;
3. Occasional lifting/carrying 1 to 25 pounds of tools/equipment; assistive devices available for lifting/carrying up to 100-pound heavier items while assisting in changing of equipment attachments;
4. Frequent pushing/pulling using both hands/arms while operating equipment using hand levers/steering wheels exerting a force up to 20 to 25 pounds;
5. Frequent climbing on/off equipment or up steps or stationary ladder;

Instrumentman

6. Frequent bending/twisting at waist/knees/neck while operating equipment;
7. May occasionally kneel/crouch while inspecting or performing minor maintenance on equipment;
8. Constant use of both hands/arms while reaching/grasping/gripping/fingering while operating equipment;
9. Constant use of sight abilities including depth perception, peripheral vision, hand/eye/foot coordination, visual acuity in near-, mid-, and far-range while operating equipment;
10. Frequent use of speech abilities required in communicating with coworkers, maintaining radio contact, alerting workers working in/around moving equipment; constant use of hearing abilities in communicating with coworkers, monitoring equipment performance, and in giving/receiving instructions.

Mental

1. Constant mental alertness and attention to detail while operating equipment, often in hazardous areas and working around workers and/or other moving equipment;
2. Must be able to read/write/speak English; must possess basic mathematical skills;
3. Must have basic mechanical aptitude to identify equipment malfunctions and assist in equipment changes;
4. Must be able to work independently and perform all work that is assigned.

WORKING CONDITIONS AND EQUIPMENT USED

The incumbent frequently engages in survey activity in the field with exposure to adverse weather conditions and rugged terrain.

Tools & Equipment Used: Hand/power tools and various types of equipment including dozers, loaders, scrapers, and cranes. Safety equipment includes hard hat, safety glasses, steel-toed safety shoes/gloves, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires a high school education and one year of survey experience or work experience as Instrumentman on a survey crew.

OTHER SPECIAL QUALIFICATIONS

Familiarity with the total station instruments and electronic data collection, automatic levels, theodolites, transits, and global positioning system receivers.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Ironworker

JOB CODE : 071303, 076302

DATE PREPARED : July 22, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent fabricates, rigs, places, ties, and welds reinforcing steel in accordance with plans, specifications, and the Concrete Reinforcing Steel Institute (CRSI) Manual of Standard Practice.

DIMENSIONS

The incumbent reports to a foreman, general foreman, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs work in accordance with drawings, sketches, specifications, codes, and standards;
2. Identifies and performs required welding operations according to REECo Qualified Welding Standard WQ-1, applicable General Welding Standards, and other approved specifications as applicable;
3. Measures, cuts, and bends reinforcing steel in the fabricating yard;
4. Loads fabricated steel, arranges transport to jobsite, unloads fabricated steel, and places it in formwork;
5. Positions steel precisely in formwork and ties or welds it in position for concrete pour;
6. Stands by during concrete pour to ensure that reinforcing steel does not shift and to remove temporary spacers;
7. Has general knowledge of CRSI Manual of Standard Practice;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking indoors/outdoors on uneven terrain up to one mile throughout shift, depending on assignment;
2. Frequent lifting/carrying tools/equipment/metal stock up to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds;
3. Occasional climbing stairs/ladders/scaffolding;
4. Constant bending/twisting at waist/knees/neck while tying off rebar and performing other job functions;

Ironworker

6. Constant kneeling/crouching while performing duties at or near ground level; frequent working in awkward positions and cramped spaces;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering, with frequent overhead reaching required while using tools and equipment necessary in job performance;
8. Constant use of sight abilities in performing duties and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range;
9. Constant use of speech/hearing abilities in communicating with coworkers and supervisors.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in maintaining a safe work environment;
2. Must be able to plan/organize work in order to complete all assignments in a timely manner;
3. Must possess good mechanical aptitude and spatial reasoning abilities in order to develop procedures/determine best method to accomplish desired results;
4. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to do calculations in fabrication work;
5. Must be able to read and understand technical information and standards, manuals, Material Safety Data Sheets, work orders, blueprints, and diagrams;
6. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in prefab yard or at jobsite exposed to typical Nevada weather conditions.

Tools & Equipment Used: Hand/power tools, welding equipment, mechanical shears, torch-cutting equipment, rebar, and 20 to 30-pound tool belt; safety equipment includes gloves, hard hat, safety shoes, eye/hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Reinforcing Ironworkers require two years of experience or completion of a recognized apprenticeship program. Structural Ironworkers require three years of experience or completion of a recognized apprenticeship program. When welding is required, must be qualified and be able to demonstrate continued proficiency in accordance with REECo's General Welding Standard WQ-1, as described in the REECo Welding Manual, Volume II.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualify for respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Ironworker Foreman

JOB CODE : 071202, 071302

DATE PREPARED : July 22, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises and participates in the fabrication, rigging, placement, tying, and welding of reinforced steel in accordance with plans, specifications, and the Concrete Reinforcing Steel Institute (CRSI) Manual of Standard Practice.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Prepares cutting list and placing schedule; ensures that reinforcing steel is bundled and tagged so that it can be traced back to Certified Mill Test Reports; may perform same duties as craftspeople being supervised;
2. Plans, issues, reviews work, and provides directions to the craft work team under supervision of this position; has detailed knowledge of CRSI Manual of Standard Practice;
3. Interprets specifications, drawings, and job orders as needed for area of supervision;
4. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
5. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
6. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy;
7. Answers technical questions regarding craft operations; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
8. May study schedules and estimate work hour requirements for completion of job; conducts weekly safety meetings to promote safety consciousness;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking indoors/outdoors on uneven terrain up to one mile throughout shift, depending on assignment;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Ironworker Foreman

2. Frequent lifting/carrying tools/equipment/metal stock up to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds;
3. Occasional climbing stairs/ladders/scaffolding;
4. Constant bending/twisting at waist/knees/neck while tying off rebar and performing other job functions;
5. Constant kneeling/crouching while performing duties at or near ground level; frequent working in awkward positions and cramped spaces;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering; frequent overhead reaching is required while using tools and equipment necessary in job performance;
7. Constant use of sight abilities in performing duties and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range;
8. Constant use of speech/hearing abilities in communicating with coworkers and supervisors.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in prefab yard or at jobsite exposed to typical Nevada weather conditions.

Tools & Equipment Used: Hand/power tools, welding equipment, mechanical shears, torch-cutting equipment, rebar, and 20 to 30-pound tool belt; safety equipment includes gloves, hard hat, safety shoes, eye/hearing protection, and respirator when required.

Ironworker Foreman

REQUIRED TRAINING AND WORK EXPERIENCE

Reinforcing Ironworker Foreman position requires two years of experience as a Reinforcing Ironworker or completion of a recognized apprenticeship program. Structural Ironworker Foreman position requires three years of experience as a Structural Ironworker with welding experience or completion of a recognized apprenticeship program. When welding is required, must be qualified and be able to demonstrate continued proficiency in accordance with REECo's General Welding Standard WQ-1, as described in the REECo Welding Manual, Volume II.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. May be required to have "Q" clearance. Must be fitted/qualify for respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Ironworker General Foreman

JOB CODE : 071202, 071302, 071301, 076201

DATE PREPARED : July 22, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises Ironworker Foremen to coordinate the work of Reinforcing Ironworkers and Structural Ironworkers in the fabrication, rigging, placement, tying, and welding of reinforced steel in accordance with plans, specifications, and the Concrete Reinforcing Steel Institute (CRSI) Manual of Standard Practice.

DIMENSIONS

The incumbent reports directly to an exempt supervisor and supervises other foremen and their crew.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals and objectives; assists in formulating procedures and policies necessary for the efficient operation of the sections; answers technical questions regarding craft operations;
2. Orders reinforcing steel and requests Certified Mill Test Reports (CMTRs) for material; checks incoming material and verifies CMTR, heat number, bar size, and purchase order number; ensures segregation and tagging so material is always traceable to CMTR;
3. Prepares cutting list and placing schedule; ensures reinforcing steel is bundled and tagged so that it can be traced back to CMTRs; must have detailed knowledge of CRSI Manual of Standard Practice;
4. Makes recommendations on materials, parts, and equipment; assists in determining personnel assignments to work locations and in scheduling work flow to maximize productivity;
5. Directs/verifies work order usage with work requests to prevent any overcharging; checks work for accuracy;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes; reviews craft cards to authenticate qualifications of craft workers committed to projects; conducts new employee orientation and assists in evaluating employee work performance; recommends personnel actions;
7. Conducts weekly safety meetings to promote safety consciousness; reviews safety meeting report forms from subordinate foremen; assures all vehicles/equipment being used meet safety regulations and that Company policies/procedures are being followed; surveys work areas for environment, safety, and health conditions to assure compliance with Company policies;
8. Assists in preparation of reports/surveys/investigations necessary to assure compliance with Company requirements and data collection needs;
9. Assists in total quality management process improvements and customer satisfactions;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality, and security programs;

Ironworker General Foreman

11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking in office/shop on concrete surface or outdoors for distances of one-quarter to one-half mile;
2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional lifting/carrying 10 to 50-pound parts/tools/equipment for a distance of up to 50 feet;
4. Occasional pushing/pulling doors/drawers;
5. Occasional climbing on ladders/scaffolding while inspecting/evaluating project or craft workers;
6. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/evaluating installations/repairs;
8. Frequent use of both hands/arms in grasping/gripping/handling/fingering while performing administrative duties; may at times work with arms extended/overhead;
9. Constant use of sight while inspecting/evaluating/monitoring craft workers/project;
10. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;

Ironworker General Foreman

9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;
10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in climate-controlled office environment or outdoors in yard or at jobsite, exposed to inclement weather conditions while performing inspections/evaluations of crafts/crewmen and the work being done.

Tools & Equipment Used: General office equipment, telephone, calculator, and other equipment as needed to perform inspections/evaluations and other administrative duties. Safety equipment includes gloves, hard hat, safety shoes, eye/hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as a Reinforcing Ironworker or four years of experience as a Structural Ironworker and working knowledge of applicable portions of the REECO QS program are required. Supervisory skills are desirable and ability to work with supervision, customers, personnel being supervised, and other craft workers.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Kitchen Steward

JOB CODE : 030419, 030476

DATE PREPARED : June 2, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

Inspects and monitors sanitary conditions throughout food preparation and storage areas and ensures that scheduled crew follows all sanitation requirements; documents/takes actions on infractions; ensures that crew is cross-trained in all kitchen cleanup requirements.

DIMENSIONS

The incumbent reports to a Food Services Supervisor and directs some of the activities of assigned food handling, dishroom, and cleanup personnel.

NATURE AND SCOPE

1. Ensures that scheduled crew is present and follows all sanitation requirements including proper dress and safety procedures;
2. Performs daily inspection of food handling, preparation, storage, and trash areas including, but not limited to, butcher shop, bake shop, kitchen, service areas, dishroom, kitchen walk-ins, trash room, dock, locker room, and other areas;
3. Takes immediate action to correct sanitation infractions as required;
4. Responsible for sanitation and cleanup for food service cafeteria; stocks/maintains supplies as required;
5. Responsible for cross-training of assigned crew to handle all kitchen cleanup jobs;
6. May perform all cleanup duties assigned to crew;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout work shift up to one-half mile per shift;
2. Occasional sitting while completing paperwork at desk;
3. Frequent lifting/carrying cleaning supplies/equipment up to 30 pounds; occasional lift/carry up to 50 pounds;
4. Occasional pushing/pulling using both hands/arms while cleaning, exerting force of 5 to 30 pounds;
5. Frequent bending/twisting at waist/knees/neck while cleaning or inspecting;
6. Occasional kneeling/squatting while cleaning;

Kitchen Steward

7. Constant use of both hands/arms in reaching/handling/grasping/fingering while inspecting, cleaning, stocking supplies, etc.; some overhead reaching required;
8. Constant use of sight abilities in inspecting and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of hearing/speech abilities in communicating with food servers, customers, subordinates, coworkers, and supervisors;
10. Frequent use of sense of smell in performing job duties.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that food preparation areas and food handling personnel are in compliance with all sanitation regulations and in maintaining a safe work environment;
2. Must be able to plan/organize workload to ensure that all activities are completed in a timely manner;
3. Must be able to follow oral and written instructions and record information accurately;
4. Must be detail oriented and able to inspect and take corrective action if necessary;
5. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, sanitation regulations, etc.;
6. Must be able to instruct personnel and enforce adherence to sanitation regulations;
7. Must possess good leadership/supervisory skills in order to direct and train assigned personnel in an effective and positive manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors throughout food service cafeteria.

Tools & Equipment Used: Cleaning supplies/equipment and general office equipment. Safety equipment includes safety glasses/shoes, gloves, and back support belt (optional).

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as head service attendant or leadperson in kitchen worker classification.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Laborer

JOB CODE : 036403, 031404-06, 036406, 036409

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent performs a variety of manual labor and equipment operation tasks as assigned depending upon job classification and specific area assigned.

DIMENSIONS

The incumbent reports to a Laborer Foreman or general foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Laborer I: Performs building and office cleanup;

Laborer II: Performs a variety of duties including general construction, cleanup, demolition, fence-building, tool attendant, gas/oil pipeline labor, window attendant, landscape gardener, ground keeper;

Laborer III: Performs duty as chuck tender, gas/oil pipeline wrapper; cement grinding machine operator; roto-scraper; sandblaster; scaler; septic tank digger/installer; tank scaler; cleaner; concrete saw man; concrete core cutter; machine tool operator for a variety of machines including pneumatic and electric tools, vibrating machines, and cement dumper;

Laborer IV: Operates jackhammers, drillers, pavement breakers, and rock slingers; lays pipe including sewer drain pipe and underground tile; performs gas/oil pipe wrapping cutting torch demolition work;

Laborer V: Operates driller, rock slinger, sandblaster; performs duties as powder man or cribber;
2. Moves office equipment within buildings;
3. Patches/drills holes in cement;
4. Maintains grounds; set posts for fences;
5. Cleans up trash within compounds and around buildings;
6. Loads materials for cement, fence, and iron work;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking throughout work shift depending upon work assignment often on concrete/gravel uneven surfaces; may walk two to three miles per shift during outside cleanup operations depending upon tasks assigned;

Laborer

2. Occasional sitting while performing some duties;
3. Frequent to constant lifting, typically 1 to 25 pounds, including hand/power tools and picking up debris/trash and moving supplies; occasionally up to 50 pounds handling heavy materials/supplies, water bottles; sometimes up to 100 pounds while moving/handling large equipment (90-pound jackhammers, etc.) and moving supplies;
4. Frequent pushing/pulling exerting a force of 1 to 20 pounds using both hands/arms moving equipment/supplies and opening doors/drawers; occasionally 25 to 50 pounds force moving office furniture and equipment;
5. Occasional climbing stairs/scaffolding 3 to 12 feet while cleaning upper work areas and working on walls and roofs;
6. Frequent bending/twisting at waist/knees/neck while performing manual labor tasks, cleanup, and operating equipment;
7. Occasionally kneeling/crouching may occur depending on area while performing cleanup work, working around tight spaces, and working in ditches;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while operating hand/power tools; can be extensive use of hands with gripping for shoveling; overhead reaching required; task can involve power tools that produce vibration (pneumatic tools, roto hammer, chipper, and jackhammers);
9. Constant use of sight ability with visual acuity near- and mid-range; good hand/eye coordination required for operating some power tools and drivingushman scooters; constant use of hearing required in working around hazardous areas and communicating with coworkers/supervisors;
10. Frequent use of speech ability communicating with coworkers/supervisors and in giving/receiving instructions;
11. Work may be performed in awkward positions depending upon task assigned.

Mental

1. Frequent mental alertness required while performing some tasks, especially working in/around hazardous areas or performing more detailed work;
2. Must be able to communicate verbally in order to perform routine exchanges of information and communicate with coworkers/supervisors;
3. Must be able to read/write/speak English;
4. Must be able to perform basic mathematical calculations;
5. Some tasks may require close attention to detail while operating equipment; other tasks may require minimum attention to detail while monitoring routine processes;
6. Must be able to apply established procedures and be able to perform problem-solving skills within established procedures; Laborer III, IV, and V tasks may require more problem-solving and analytical skills, especially while operating equipment;
7. Must be able to deal with working in hazardous environments and working under time constraints.

Laborer

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed indoors cleaning shops or offices in climate-controlled environment or may be performed outdoors subject to typical year-around Nevada weather conditions. May be required to work at altitudes 4,500 to 6,700 feet above sea level.

Tools & Equipment Used: Hand/power tools, shovels, rakes, brooms, ladders, saws, pneumatic tools, cement cutting equipment, tile saw, jackhammer, and any other equipment necessary. Safety equipment includes hard hats, safety shoes, dust mask, face shield, hearing/eye protection, back-support belt, Aati C-suit, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

No experience is required for entry level Laborer I. Must be able to physically perform assigned duties.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualify for respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Laborer Foreman

JOB CODE : 036402, 036405, 036408, 031402

DATE PREPARED : May 18, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises a crew of laborers and may performs manual labor and equipment operation tasks depending upon job classification and specific area assigned.

DIMENSIONS

The incumbent reports to a general foreman and supervises a crew of laborers.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to craft work team under supervision of this position;
2. Interprets specifications, drawings, and job orders as needed for area of supervision; establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
3. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes; may study schedules and estimate work hour requirements for completion of job;
7. May perform same duties as craftsmen being supervised;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent-to-constant standing/walking throughout work shift depending upon work assignment, often on concrete/gravel uneven surfaces; may walk two to three miles per shift during outside cleanup operations, depending upon tasks assigned;
2. Occasional sitting while performing job duties, meetings, and administrative tasks;

Laborer Foreman

3. Frequent-to-constant lifting, typically 1 to 25 pounds, including hand/power tools, picking up debris/trash, and moving supplies; occasionally up to 50 pounds handling heavy materials/supplies and water bottles; sometimes up to 100 pounds while moving/handling large equipment (90-pound jackhammers, etc.) and moving supplies;
4. Frequent pushing/pulling exerting a force of 1 to 20 pounds using both hands/arms moving equipment/supplies and opening doors/drawers; occasionally 25 to 50 pounds of force while moving off ice, furniture, and equipment;
5. Occasional climbing stairs/scaffolding 3 to 12 feet while cleaning upper work areas and working on walls and roofs;
6. Frequent bending/twisting at waist/knees/neck while performing manual labor tasks and cleanup and operating equipment;
7. Occasionally kneeling/crouching may occur, depending on area, while performing cleanup work and working around tight spaces and working in ditches;
8. Constant use of both hands/arms reaching, handling, grasping, gripping, and fingering while operating hand/power tools; can be extensive use of hands with gripping for shoveling; overhead reaching required; task can involve power tools that produce vibration (pneumatic tools, roto hammer, chipper, and jackhammers);
9. Constant use of sight ability with visual acuity in near- and mid-range; good hand/eye coordination required for operating some power tools and drivingushman scooters; constant use of hearing required in working around hazardous areas and communicating with coworkers/supervisors;
10. Frequent use of speech ability communicating with coworkers/supervisors and in giving/receiving instructions;
11. Work may be performed in awkward positions, depending upon task assigned.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization/planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

Laborer Foreman

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed indoors cleaning shops or offices in climate-controlled environment or may be performed outdoors subject to typical year-around Nevada weather conditions. May be required to work at altitudes 6,700 feet above sea level.

Tools & Equipment Used: Hand/power tools, shovels, rakes, brooms, ladders, saws, pneumatic tools, cement cutting equipment, tile saw, jackhammer, and any other equipment necessary. Safety equipment includes hard hats, safety shoes, dust mask, hearing/eye protection, back-support belt, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

Minimum of three years of work experience required as a laborer related to area of assignment. Previous supervisory experience desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to be fitted/qualified for respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Laborer General Foreman

JOB CODE : 031401

DATE PREPARED : May 20, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directs/controls the work of assigned Laborer Foremen and their crews.

DIMENSIONS

The incumbent reports to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals and objectives;
2. Assists in formulating procedures and policies necessary for the efficient operation of the section;
3. Makes recommendations on materials, parts, and equipment; and assists in determining personnel assignments to work locations and in scheduling work flow to maximize productivity;
4. Directs and verifies work order usage with work requests to prevent any overcharging and checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
5. Reviews craft cards to authenticate qualifications of craft workers committed to projects; conducts new employee orientation, assists in evaluating employee work performance, and recommends personnel actions; conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen;
6. Assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
7. Answers technical questions regarding craft operations. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collections needs. Assists in total quality management process improvements and customer satisfaction; surveys work areas for environment, safety, and health conditions to assure compliance with Company policies;
8. Coordinates the handling and disposal of all hazardous and nonhazardous materials;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasionally standing/walking on concrete surface in shop or outdoors at times while performing inspections/evaluations;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Laborer General Foreman

2. Frequently sitting at desk while performing administrative duties;
3. Occasional lifting/carrying 10 to 35 pounds of parts/tools/equipment for a distance of up to 50 feet;
4. Occasionally pushing/pulling 10 to 20 pounds of force using one/both hands/arms while moving materials/supplies or inspecting/evaluating work;
5. Occasional climbing/balancing on ladders/scaffolding while inspecting/supervising project or crew of craftsmen;
6. Occasional bending/twisting of knees/waist/neck while sitting at desk performing administrative duties or field inspections/evaluations;
7. Occasional kneeling/crouching while inspecting/evaluating;
8. Frequent use of hand/arms grasping/gripping/fingering/handling while processing paperwork and performing administrative duties;
9. Constant use of sight while inspecting/evaluating and monitoring work activities to ensure safe work environment;
10. Constant use of speech/hearing abilities in communicating with foremen/supervisors and in supervising assigned crafts crew.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed indoors while processing administrative tasks in a climate-controlled office environment or outdoors in the field supervising/inspecting/evaluating, subject to Nevada weather conditions. May be required to work at altitudes 6,700 feet above sea level.

Laborer General Foreman

Tools & Equipment Used: General office equipment, telephone, calculator, computer, hand/power tools, shovels, rakes, brooms, ladders, saws, pneumatic tools, cement cutting equipment, tile saw, jackhammer, and any other equipment necessary. Safety equipment includes hard hats, safety shoes, dust mask, hearing/eye protection, back-support belt, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

Minimum of two years of experience required as a Laborer Foreman; Company experience preferred.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to be fitted for respirator. "Q" clearance may be required, depending on assignment.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Light Duty Truck Driver

JOB CODE : 037103, 032103

DATE PREPARED : July 17, 1992

Revised: November 15, 1993

SUMMARY STATEMENT

The incumbent transports personnel and cargo in accordance with all applicable U.S. Department of Transportation; Federal Motor Carrier Safety Regulations; state regulations; REECo Safety Codes, policies, and procedures; and the Fleet and Heavy Equipment Department policies and procedures.

DIMENSIONS

The incumbent reports to a Light Vehicle Dispatcher Foreman or salaried supervisor and has no supervisory responsibilities.

NATURE AND SCOPE

1. Performs transport requirements driving any single vehicle (type "B" vehicle) up to, and not in excess of, 26,001 Gross Vehicle Weight Rating (GVWR) or more pounds or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR; may drive vehicles which are placarded for hazardous materials or designed to transport more than 15 people.
2. Performs a vehicle inspection before driving/operating his or her vehicle;
3. Maintains familiarity with truck transport equipment (i.e., liftgate operations, scissor lift operations, vacuum pump trucks, hoist bed dumps, oil distributor trucks, and water trucks);
4. Prepares a written Driver's Vehicle Inspection report at the completion of the day's work on each vehicle operated;
5. Supervises the loading and offloading of cargo onto his/her vehicle; secures vehicle's cargo in a safe and reliable manner to prevent damage, spills, or leaks;
6. Ensures that the proper license and certification to perform the required task is in possession;
7. Adheres to all applicable traffic regulations;
8. Maintains familiarity with area locations and delivery drop points;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking indoors/outdoors on all types of terrain for short distances throughout work shift;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Light Duty Truck Driver

2. Frequent sitting while operating equipment; subject to jarring/bouncing/vibration during equipment operation;
3. Frequent lifting/carrying of 10 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of supplies/materials while loading/unloading vehicles using hand trucks/carts;
4. Frequent pushing/pulling with both hands exerting 35 to 75 pounds of force while maneuvering hand trucks/carts laden with materials/supplies;
5. Occasionally climbing stairs or stepladders or while stepping into vehicles;
6. Frequent bending/twisting at waist/knees while loading/unloading vehicle and at waist/neck while driving;
7. Occasional kneeling while loading/unloading or inspecting vehicle;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while loading/unloading and driving with both arms extended;
9. Constant use of sight abilities at near-, mid-, and far-range of visual acuity, depth perception, peripheral vision, and hand/eye coordination while performing duties;
10. Constant use of speech/hearing abilities for customer/vendor service and while communicating with coworkers/supervisors;
11. Frequent use of smell to identify chemical spills/leaks of material being transported as support in safety awareness.

Mental

1. Good verbal communication skills are required in routing exchanges of information, communicating with coworkers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs and processing Vehicle Inspection Reports and Hazardous Materials checklist;
3. Must be able to read/write/speak English;
4. Basic mathematical skills are required;
5. Concentration, alertness, and attention to detail are necessary while monitoring routine processes and operating motor vehicles;
6. Must have good reasoning skills to be able to apply established procedures effectively and safely;
7. Must be able to deal with time constraints to ensure project completion in a timely and safe manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in vehicle cab 60 percent of the time and occasionally outdoors, exposed to weather conditions.

Tools & Equipment Used: Hand trucks, carts, cargo securing equipment, two-way radio, hand tools, telephone, and vehicle; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

Light Duty Truck Driver

REQUIRED TRAINING AND WORK EXPERIENCE

Requires one year of light duty truck driving experience. Must be physically qualified in accordance with the Federal Motor Carrier Safety Regulations and be able to pass a driver skills test by Commercial Driver License (CDL) standards, administered by the Fleet and Heavy Equipment Department. Within one year of employment must be certified for hazardous materials and explosives transports and have defensive driving training. Must be 21 years or older.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Duties may require either a valid Class "A" or "B" (CDL) is required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Light Vehicle Dispatcher (Maintenance)

JOB CODE : 037111

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent assigns/dispatches vehicles to various Nevada Test Site customers and provides assistance based on customer needs.

DIMENSIONS

The incumbent reports to a Light Vehicle Dispatcher Foreman or salaried supervisor and has no supervisory responsibilities.

NATURE AND SCOPE

1. Performs dispatching of light duty vehicles one-ton and under and heavy-duty vehicles over one-ton;
2. Communicates with all vehicle coordinators on a regular basis to ensure that customer requirements are understood and can be met;
3. Determines vehicle qualification for replacement; prepares a list for Fleet Control review and approval;
4. Maintains monthly vehicle count by user; conducts a quarterly inventory of all property in the control of the Fleet and Heavy Equipment Department by location;
5. Submits Property Control forms and work orders to Data Control; processes paperwork for vehicles being accessed;
6. Enters data from 2540 and 4801 work orders in computer; enters all nomenclature changes in count books, log books, and computer (Lotus and Network);
7. Adds fuel to all incoming new and pool vehicles; shuttles vehicles to maintenance shops, excess yard, and sale yard;
8. Conducts and/or attends weekly safety meetings; makes first aid runs when necessary;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking office and outdoors while shuttling vehicles;
2. Frequent sitting in chair at desk/table while performing computer entry or processing paperwork;
3. Occasional lifting/carrying of manuals/paperwork up to 1 to 20 pounds;

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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Light Vehicle Dispatcher (Maintenance)

4. Occasional pushing/pulling exerting 1 to 20 pounds of force opening drawers and doors and moving boxes;
5. Occasional climbing up steps while performing job duties;
6. Occasional bending/twisting at knees/waist/neck while performing dispatch duties and climbing in/out of vehicles;
7. Frequent use of both hands/arms while reaching, handling, grasping, and gripping while using computer keyboard, writing, or driving;
8. Constant use of sight abilities in performing paperwork and computer duties;
9. Constant use of speech/hearing abilities while communicating with coworkers/supervisors, giving/receiving instructions/information, and performing customer/vendor services.

Mental

1. Must have good verbal communication skills to perform routine exchanges of information, give/receive instructions, and communicate with customers/users/coworkers;
2. Good written communication skills are necessary to complete logs, fill out forms, and record data accurately;
3. Must have good reading skills to understand and refer to manuals;
4. Must be able to read/write/speak English; must possess basic mathematical skills;
5. Attention to detail is necessary while working on the computer, processing paperwork, monitoring multiple factors/processes, and operating motor vehicles;
6. Must have good reasoning skills and be able to apply established procedures effectively;
7. The incumbent is directly supervised; must be able to make decisions with limited information.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment and outdoors in the equipment yard in all types of weather.

Tools & Equipment Used: General office equipment, computer, and telephone; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Work requires ability to communicate and perform basic administrative duties. Database computer skills are desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Light Vehicle Dispatcher Foreman (Maintenance)

JOB CODE : 037110

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises the position of Light Vehicle Dispatcher. Assigns/dispatches vehicles to various Nevada Test Site customers; provides assistance based on customer needs.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, and reviews work; provides directions to craft work team under supervision of this position; may perform same duties as craftspeople being supervised;
2. Interprets job orders as needed; establishes/adjusts work sequences to meet work schedule;
3. Tracks materials inventory and maintains required records; assigns priorities; inspects/evaluates the work of employees being supervised;
4. Makes recommendations on materials, parts, and equipment; analyzes/resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
5. May study schedules and estimate work hour requirements for completion of job; may perform same duties as craftsmen being supervised;
6. Conducts weekly safety meetings to promote safety consciousness;
7. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking in office and outdoors while shuttling vehicles;
2. Frequent sitting in chair at desk/table while performing computer entry or processing paperwork;
3. Occasional lifting/carrying of manuals/paperwork up to 1 to 20 pounds;
4. Occasional pushing/pulling exerting 1 to 20 pounds of force opening drawers and doors and moving boxes;

Light Vehicle Dispatcher Foreman (Maintenance)

5. Occasional climbing up steps while performing job duties;
6. Occasional bending/twisting at knees/waist/neck while performing dispatch duties and climbing in/out of vehicles;
7. Frequent use of both hands/arms while reaching, handling, grasping, and gripping while using computer keyboard, writing, or driving;
8. Constant use of sight abilities in performing paperwork and computer duties;
9. Constant use of speech/hearing abilities while communicating with coworkers/supervisors, giving/receiving instructions/information, and while performing customer/vendor services.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English in order to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment and outdoors in the equipment yard in all types of weather.

Tools & Equipment Used: General office equipment, computer, and telephone; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires the ability to communicate and perform basic administrative duties. Database computer skills are desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Light Vehicle Dispatcher General Foreman (Maintenance)

JOB CODE : 037114

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises the position of Light Vehicle Dispatcher Foreman and Light Vehicle Dispatcher, assigns/dispatches vehicles to various Nevada Test Site customers, and provides assistance based on customer needs.

DIMENSIONS

The incumbent reports directly to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals/objectives;
2. Assists in formulating procedures and policies necessary for the efficient operation of the section; makes recommendations on materials, parts, and equipment; assists in determining personnel assignments to work locations; and assists in scheduling work flow to maximize productivity;
3. Directs and verifies work order usage with work requests to prevent any overcharging and checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
4. Answers technical questions regarding craft operations; reviews craft cards to authenticate qualifications of craft workers committed to projects;
5. Conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen;
6. Assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
7. Conducts new employee orientation and assists in evaluating employee work performance and recommends personnel actions;
8. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs; assists in total quality management process improvements and customer satisfaction;
9. Surveys work areas for environment, safety, and health conditions to assure compliance with Company policies;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

Light Vehicle Dispatcher General Foreman (Maintenance)

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking in office/shop on concrete surface or outdoors for distances of one-quarter to one-half mile;
2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional lifting/carrying 10 to 50 pounds of parts/tools/equipment for a distance of up to 50 feet;
4. Occasional pushing/pulling doors/drawers;
5. Occasional climbing on ladders/scaffolding while inspecting project or evaluating craft workers;
6. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/evaluating installations/repairs;
8. Frequent use of both hands/arms grasping/gripping/handling/fingering while performing administrative duties; may at times work with arms extended/overhead;
9. Constant use of sight while inspecting/evaluating project and monitoring project/craft workers;
10. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;

Light Vehicle Dispatcher General Foreman (Maintenance)

9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;
10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors 60 percent of the time with some outdoor activity in vehicle cab while performing inspections/evaluations.

Tools & Equipment Used: General office equipment, computer, and telephone; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires the ability to communicate and perform basic administrative duties. Database computer skills are desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Lineman
JOB CODE : 035703, 030703
DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent performs all work in the maintenance and construction of overhead and underground high voltage transmission and distribution lines and substations including tunnel or shaft high voltage distribution. Reads drawings, operates line equipment and vehicles, conducts testing of transformers and other electrical equipment, climbs poles or structures, and works in aerial bucket trucks.

DIMENSIONS

The incumbent reports to a Lineman Foreman, general foreman, or salaried supervisor and has no supervisory responsibilities.

NATURE AND SCOPE

1. Performs work in accordance with drawings, sketches, specifications, and standards;
2. Sets poles or structures, installs anchors and guys, pulls wire in the construction of overhead transmissions and distribution lines;
3. Sets structures, switches, and transformers. Installs grounding in the construction of high voltage substations;
4. Lays cable in trenches, splices cable, installs transformers and switching and sectionalizing cabinets, installs elbows, grounding of underground high voltage distribution lines;
5. Installs high voltage cables and transformers, splices and maintains power equipment, troubleshoots;
6. Installs and maintains wood pole mounted area lighting systems;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent lifting/carrying of up to 50-pound insulators and other materials/supplies necessary to perform job duties;
2. Occasional pushing/pulling using one/both hands/arms exerting 25 to 35 pounds of force moving/installing equipment/materials/supplies; occasional working with arms extended overhead;
3. Frequent/constant climbing power poles, etc. to repair/replace broken lines, transformers, or other power equipment;

Lineman

4. Frequent bending/twisting at waist/knees/neck while maintaining power lines, transformers, and other power equipment which are part of a high voltage transmission and distribution system;
5. Occasional kneeling/crouching while installing/repairing equipment;
6. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while performing job duties;
7. Constant use of sight abilities requiring visual acuity in near-, mid-, and far-range, hand/eye coordination, and color perception;
8. Frequent use of speech/hearing abilities communicating with coworkers/supervisors;
9. Frequent work in high places on energized high voltage lines with hot sticks and rubber gloves;
10. Frequent/constant operating vehicles and equipment used in line work such as boom trucks, auger trucks, bucket trucks, stringing and tensioning equipment, and all tools used in line work;

Mental

1. Must possess good written communication skills in recording data if assigned to substitutions, filling out forms, and completing logs;
2. Must have basic mathematical skills including basic algebra and trigonometry;
3. Constant mental alertness and attention to detail are required to avoid serious consequences of financial loss and maintain a safe working environment;
4. Must have effective problem-solving skills and be able to troubleshoot malfunctions in power lines, transformers, and other power equipment;
5. Must be able to deal with emergency situations, hazardous conditions, and time constraints;
6. Must possess knowledge of rigging practices and safety in rigging in the conduct of line work;
7. Must be knowledgeable in all aspects of safety concerning line work including work in energized circuits and equipment;
8. Must be knowledgeable in the use of high and low-voltage test equipment and meters;
9. Must possess knowledge in cable splicing (high voltage) including elbows.

WORKING CONDITIONS AND EQUIPMENT USED

This position could require work at sites as much as 6000 feet above sea level and/or work underground. Employees may be required to work around noise levels in excess of 80 dBA, moving machinery, and damp and dusty environments. Restricted or irregular working hours may be required.

Tools & Equipment Used: Hand/power tools, crane, hoist, boom truck, hot sticks, and other equipment as needed. Safety equipment includes hard hat, safety shoes, rubber gloves, safety harness, and hearing/eye protection.

Lineman

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires four or more years of experience working as a journeyman lineman including having completed an apprentice program either in an IBEW local or a power utility, or have equivalent training and experience. If the incumbent welds, must be qualified and able to demonstrate continued proficiency in accordance with REECo's General Welding Standard WQ-1, as described in the REECo Welding Manual, Volume II. Should have basic knowledge of National Electrical Safety Code concerning transmission and distribution and OSHA regulations. Should be current in CPR and first aid.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Valid Class "A" Commercial Driver License may be required. "O" clearance required or must be capable of receiving after hire. Some work environments may require the prolonged use of a breathing respirator and/or hearing protection. Must receive Hazardous Material training and pole-top and aerial bucket rescue.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Lineman Foreman

JOB CODE : 030702, 035702

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises a mixed crew composed of Linemen in the maintenance and construction of overhead and underground high voltage transmission and distribution lines. The incumbent can be either a maintenance or construction craftsmen.

DIMENSIONS

The incumbent reports to a Lineman General Foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to the craft work team under supervision of this position; interprets specifications, drawings, and job orders as needed for area of supervision; may perform same duties as craftspeople being supervised;
2. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
3. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. May perform same duties as craftsmen being supervised;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

Lineman Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent lifting/carrying of up to 11 to 25-pound insulators and other materials/supplies necessary to perform job duties;
2. Occasional pushing/pulling using one/both hands/arms exerting 25 to 35 pounds of force moving/installing equipment/materials/supplies;
3. Frequent/constant climbing power poles, etc., to repair/replace broken lines, transformers, or other power equipment;
4. Frequent bending/twisting at waist/knees/neck while maintaining power lines, transformers, and other power equipment which are part of a high voltage transmission and distribution system;
5. Occasional kneeling/crouching while installing/repairing equipment;
6. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while performing job duties;
7. Constant use of sight abilities requiring visual acuity in near-, mid-, and far-range, hand/eye coordination, and color perception;
8. Frequent use of speech/hearing abilities communicating with coworkers/supervisors.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must have excellent problem-solving skills and be able to troubleshoot malfunctions in power lines/transformers and other power equipment; must be able to deal with emergency situations, hazardous conditions, multiple priorities, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;
9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;

Lineman Foreman

10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors exposed to typical Nevada weather or indoors in shop/office area, depending on assignment.

Tools & Equipment Used: Hand/power tools, crane, hoist, boom truck, hot sticks, and other equipment as needed. Safety equipment includes hard hat, safety shoes, rubber gloves, safety harness, and hearing/eye protection.

REQUIRED TRAINING AND WORK EXPERIENCE

Three and one-half years of experience or completion of an apprentice program offered by a power company or bargaining unit is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Valid Class "A" Commercial Driver License may be required. If incumbent welds, must be qualified and able to demonstrate continued proficiency in accordance with REECo's General Welding Standard WQ-1, as described in the REECo Welding Manual, Volume II.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Lineman General Foreman

JOB CODE : 030701, 035701

DATE PREPARED : July 20, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises four or more Lineman Foremen who are responsible for the maintenance and construction of overhead and underground high voltage transmission and distribution lines. The incumbent can be either a maintenance or construction craftsmen.

DIMENSIONS

The incumbent reports directly to an exempt supervisor and supervises other foremen and their crews;

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals and objectives; assists in formulating procedures and policies necessary for the efficient operation of the section;
2. Makes recommendations on materials, parts, and equipment; assists in determining personnel assignments to work locations; and assists in scheduling work flow to maximize productivity;
3. Directs and verifies work order usage with work requests to prevent any overcharging and checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
4. Answers technical questions regarding craft operations; reviews craft cards to authenticate qualifications of craft workers committed to projects;
5. Conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen;
6. Assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
7. Conducts new employee orientation and assists in evaluating employee work performance and recommending personnel actions;
8. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs;
9. Assists in total quality management process improvements and customer satisfaction; surveys work areas for environment, safety, and health conditions to assure compliance with Company policies; may perform same duties as craftsmen being supervised;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

Lineman General Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking in office/shop on concrete surface or outdoors for distances of one-quarter to one-half mile;
2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional lifting/carrying 10 to 50 pounds of parts/tools/equipment a distance of up to 50 feet;
4. Occasional pushing/pulling doors/drawers;
5. Occasional climbing on ladders/scaffolding while inspecting project or evaluating craft workers;
6. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/evaluating installations/repairs;
8. Frequent use of both hands/arms grasping/gripping/handling/fingering while performing administrative duties; may at times work with arms extended/overhead;
9. Constant use of sight while inspecting/evaluating craft workers project and monitoring craft workers;
10. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with emergency situations, hazardous conditions, multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;

Lineman General Foreman

9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;
10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors exposed to typical Nevada weather or indoors in shop/office area, depending on assignment.

Tools & Equipment Used: Hand/power tools, crane, hoist, boom truck, hot sticks, and other equipment as needed. Safety equipment includes hard hat, safety shoes, rubber gloves, safety harness, and hearing/eye protection.

REQUIRED TRAINING AND WORK EXPERIENCE

Three and one-half years of experience or completion of an apprentice program offered by a power company or bargaining unit required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Valid Class "A" Commercial Driver License may be required. Must be qualified and able to demonstrate continued proficiency in accordance with REECo's General Welding Standard WQ-1, as described in the REECo Welding Manual, Volume II.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Locksmith

JOB CODE : 035225

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent installs and rekeys locks, opens/repairs safes, duplicates keys, and assists in maintenance of security systems.

DIMENSIONS

The incumbent reports to a Maintenance Superintendent and has no supervisory responsibilities.

NATURE AND SCOPE

1. Installs/repairs/rebuilds/services mechanical/electrical locking devices using hand tools and special equipment;
2. Disassembles locks (padlocks/safe locks/door locks);
3. Repairs/replaces worn tumblers/springs and other parts;
4. Inserts new/repaired tumblers into lock to change combination;
5. Cuts new/duplicate keys using keycutting machine;
6. Moves lockpick in cylinder to open door locks without keys;
7. Opens safe locks by drilling;
8. Keeps records of Company locks/keys;
9. Trains and evaluates locksmith apprentice;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i></p>

1. Frequent standing/walking in office environment or outdoors on uneven terrain going from vehicle to work site location; may be required to stand/walk five hours during shift;
2. Frequent sitting at workbench with back support up to five hours per shift while performing various job duties;
3. Frequent lifting/carrying up to 15 to 20 pounds of materials/supplies; assistive devices available for lifting/carrying up to 100-pound safe, drawers, etc.;

Locksmith

4. Frequent pushing/pulling exerting force up to 25 to 35 pounds while doing vise work or using drilling tools;
5. Occasional climbing stairs, step stools, and ladders while performing job duties;
6. Frequent bending/twisting at knees/waist/neck while at workbench, opening drawers, or accessing safes;
7. Frequent kneeling/crouching and working in awkward positions while repairing/replacing vehicle or door locks;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping and using tools that require fine motor skills while working with small springs/pins, etc.;
9. Must possess excellent sight abilities in vision at near range visual acuity to performing close, detailed work; excellent hearing abilities necessary while listening to tumblers in locks;
11. Must possess excellent sense of touch and tactile feeling with fingers for duties that require fine motor skills.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that installation/repair is performed according to specifications/regulations and in maintaining a safe work environment;
2. Must be able to plan/organize work in order to complete all assignments in a timely manner;
3. Must be able to use independent judgement and problem-solving skills to determine materials/parts/equipment requirements and resolve problems;
4. Must possess good mechanical aptitude, spatial reasoning abilities, and ability to apply knowledge and experience to current situation in order to develop procedures and determine best method to accomplish desired results;
5. Must possess good verbal communication skills while giving/receiving instructions and working with customers/coworkers/apprentices;
6. Good written communication skills are required to complete logs, fill out forms, and record data accurately;
7. Good reading skills are required to understand technical information, blueprints, schematics, manuals, and reports;
8. Must read/write/speak English and possess basic mathematical skills;
9. Must be able to deal with rush service calls and emergencies and time constraints to avoid complaints in order to meet work schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in shop environment or outdoors in the field completely exposed to inclement weather conditions. Work may be performed at elevations of up to 6,700 feet or underground in tunnels.

Tools & Equipment Used: Key machinery, safe drilling equipment, vises, grinders, and other equipment as needed. Safety equipment includes face shield, respirator, hearing and eye protection, safety shoes, hard hat, safety belts/harnesses, and gloves.

Locksmith

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as a locksmith is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required. Must be able to obtain "Q" clearance.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Machinist Foreman

JOB CODE : 031597, 036562

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises Machinist Operators and must have functional knowledge of the operations of an automotive or general machine shop and the ability to review machine work adhering to environmental requirements.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Supervises and coordinates activities of workers engaged in custom machining of work pieces to produce, maintain, or repair parts for machines, molds, and equipment; supervises workers in related processes such as metal forming, welding, or assembly; may perform same duties as craftsmen being supervised;
2. Applies knowledge of machine shop setup and operating techniques, metals and plastic properties, and custom machining methods;
3. Plans, issues, reviews work, and provides directions to craft work team under supervision of this position; interprets specifications, drawings, and job orders as needed for area of supervision;
4. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
5. Tracks materials inventory and maintains required records, assigns priorities, inspects, and evaluates the work of employees being supervised; makes recommendations on materials, parts, and equipment;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. Conducts weekly safety meetings to promote safety consciousness;
8. Analyzes and resolves work problems; checks work for accuracy;
9. May perform same duties as craftsmen being supervised;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Prolonged standing on wooden platforms/rubber mat while performing job duties;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Machinist Foreman

2. Frequent lifting/carrying up to 40 pounds of metal parts and materials/supplies;
3. Frequent pushing/pulling exerting up to 35 to 50 pounds of force and occasionally up to 75 pounds of force while tightening/loosening chucks;
4. Occasional climbing up stairs/ladders;
5. Frequent bending/twisting at waist/knees/neck while removing parts from chuck and observing machining process;
6. Frequent use of both hands/arms reaching/grasping/gripping while performing job duties; occasional overhead reaching may be required;
7. Constant use of sight abilities with visual acuity at near-, mid-, and far-ranges of vision and hand/eye/foot coordination while working foot pedals on machines and performing other job duties;
8. Constant use of speech/hearing abilities in communicating with coworkers/supervisors and identifying malfunctions in machinery.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in climate-controlled repair shop and occasionally outside subject to inclement weather conditions.

Tools & Equipment Used: Hand/power tools, pneumatic tools, micrometer, lathes, milling machines, grinders, shapers, saws, drill presses, forklift, jib cranes, overhead cranes, and other equipment as needed. Safety equipment includes hard hat, safety glasses, safety belt, and steel-toed safety shoes. Prolonged use of hearing protection may be required.

Machinist Foreman

REQUIRED TRAINING AND WORK EXPERIENCE

A minimum of four years of experience as a machinist or completion of a recognized apprenticeship program is required. Some supervisory experience with the Company is desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be knowledgeable in current machine technology. Must be able to operate forklifts, jib cranes, and overhead cranes and have extensive rigging experience.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Machinist Operator

JOB CODE : 031563, 036563

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent sets up and operates machine tools; fits/assembles parts to make or repair metal parts, mechanisms, tools, or machines by applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

DIMENSIONS

The incumbent reports to the Machinist Foreman, general foreman, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Must have full working knowledge of all conventional machine shop tools such as lathes, mills, grinders, saws, drill presses, etc., as well as Computer Numerical Control (CNC) Machining and turning centers;
2. Fabricates components from a variety of metals such as low carbon steels, alloy steels, stainless steels, titanium, magnesium, monel, aluminum, bronze, brass, teflon, and other plastics/rubber, etc.;
3. Must have full capability of setups and tooling selection as well as programming capability of CNC machine tools. Must be capable of holding strict tolerances and must be able to produce exotic threads used in the mining and drilling industries;
4. Must be capable of limited design sketching working with engineers, technicians, scientists, physicists, etc. Must have capability of reading complicated engineering drawings and sketches and turning them into the desired machined part or assembly;
5. Must be capable of using all hand tools such as drills, sanders, and grinders to make final bench fits and assemblies;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
--

1. Prolonged standing on wooden platforms/rubber mat while performing job duties;
2. Frequent lifting/carrying up to 40 pounds of metal parts or materials/supplies;
3. Frequent pushing/pulling exerting up to 35 to 50 pounds of force and occasionally up to 75 pounds of force while tightening/loosening chucks;
4. Occasional climbing up stairs/ladders;

Machinist Operator

5. Frequent bending/twisting at waist/knees/neck while removing parts from chuck and observing machining process;
6. Frequent use of both hands/arms reaching/grasping/gripping while performing job duties; occasional overhead reaching may be required;
7. Constant use of sight abilities with visual acuity at near-, mid-, and far-ranges and hand/eye/foot coordination while working foot pedals on machines and performing other job duties;
8. Constant use of speech/hearing abilities in communicating with coworkers/supervisors and identifying malfunctions in machinery.

Mental

1. Constant mental alertness and close attention to detail are required to monitor multiple factors/processes and complex processes such as precision instrumentation, ensure a safe working environment, and perform close detail work;
2. Must be able to read/write/speak English and possess good verbal communication skills in giving/receiving instructions, routine exchanges of information, and in public contact with vendors; must be able to readily work with highly skilled engineers, physicists, scientists, and technicians;
3. Must possess good mathematical skills including an advanced working knowledge of geometry and trigonometry; must have working knowledge of shop math, blueprint reading, and shop layout; and must be familiar with welding preparations and drawing symbols;
4. Good visualization/spatial aptitude is required to work with drawings and blueprints;
5. Must be able to work in hazardous conditions, perform multiple tasks, and work within time constraints;
6. Must be able to work independently, take initiative and responsibility, and make decisions with limited information and little supervision;
7. Ability to train others may be required if apprentice is assigned.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in climate-controlled repair shop and occasionally outside subject to inclement weather conditions.

Tools & Equipment Used: Hand/power tools, pneumatic tools, micrometer, lathes, milling machines, grinders, shapers, saws, drill presses, forklift, jib cranes, overhead cranes, and other equipment as needed. Safety equipment includes hard hat, safety glasses, safety belt, steel-toed safety shoes, and eye/hearing protection. Prolonged use of hearing protection may be required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a machinist or completion of a recognized apprenticeship program is required. Experience with numerically controlled machinery is preferred.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to operate forklifts, jib cranes, and overhead cranes and have extensive rigging experience.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Machinist Operator General Foreman

JOB CODE : 032600

DATE PREPARED : November 5, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises Machinist Operators and Machinist Foremen and coordinates the work of supervisory and craft personnel with field operations.

DIMENSIONS

The incumbent reports directly to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals/objectives;
2. Assists in formulating procedures/policies necessary for the efficient operation of the section;
3. Supervises and coordinates activities of workers and foremen engaged in custom machining of work pieces to produce/maintain/repair parts for machines/molds/equipment; supervises workers and foremen in related processes such as metal-forming, welding, or assembly;
4. Interprets specifications, drawings, and job orders as needed for area of supervision; allies knowledge of machine shop setup and operating techniques, metals and plastic properties, and custom machining methods;
5. Maintains work roster and job assignments and completes timecards and job evaluations; reviews craft cards to authenticate qualifications of craft workers committed to projects;
6. Conducts safety meetings to promote safety consciousness; reviews safety meeting report forms from subordinate foremen; assures that all machines/equipment being used meet safety requirements and that Company policies/procedures are being followed; surveys work for environment, safety, and health conditions to assure compliance with Company policies;
7. Conducts new employee orientation; assists in evaluating employee work performance; recommends personnel actions;
8. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs; assists in total quality management process improvements and customer satisfaction;
9. May perform same duties as craftsmen being supervised;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

Machinist Operator General Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking in office/shop on concrete surface or outdoors distances of one-quarter to one-half mile;
2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional lifting/carrying 10 to 50 pounds of parts/tools/equipment for a distance of up to 50 feet;
4. Occasional pushing/pulling doors/drawers;
5. Occasional climbing on ladders/scaffolding while inspecting project or evaluating craft workers;
6. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/evaluating installations/repairs;
8. Frequent use of both hands/arms grasping/gripping/handling/fingering while performing administrative duties; may at times work with arms extended/overhead;
9. Constant use of sight while inspecting/evaluating project and monitoring craft workers;
10. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;
9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;

Machinist Operator General Foreman

10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in climate-controlled repair shop or office environment; occasionally, work is performed outside subject to inclement weather conditions while inspecting/evaluating craft workers under supervision of this position.

Tools & Equipment Used: Computer PC, various software including Cad/Cam programs and WordPerfect, telephone, calculator, general office equipment, and other equipment as needed. Safety equipment includes hard hat, safety glasses, safety belt, steel-toed safety shoes, and eye/hearing protection; may be required to be fitted with respirator.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a machinist is required or completion of apprenticeship program.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Experience/expertise with Cad/Cam computer software, WordPerfect, and general proficiency with PCs is desirable.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Millwright

JOB CODE : 035223

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent repairs/maintains in accordance with diagrams, sketches, operations manuals, and manufacturers' specifications for machinery, mechanical equipment, metal doors/thresholds, etc., using hand/power tools and precision measuring/testing equipment.

DIMENSIONS

The incumbent reports to the Millwright Foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Determines extent of repair by examining/observing mechanical devices in operations to locate trouble causes;
2. Dismantles devices to gain access; removes defective parts;
3. Adjusts functional parts of devices/mechanical assemblies using hand tools, levels, and straight edges;
4. Repairs/replaces defective parts using hand/power tools; lubricates/cleans parts;
5. Inspects/records information;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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Physical

1. Frequent-to-constant standing/walking throughout shift on all types of surfaces and uneven terrain in shop and outdoors for short distances up to one to two miles/shift, depending on assignment;
2. Occasional sitting while performing shop tasks or administrative duties;
3. Frequent lifting/carrying tools/equipment/materials/metal stock up to 1 to 50 pounds; occasionally lifting up to 100-pound heavy metal stock, etc.; assistive devices available for heavier lifting;
4. Frequent pushing/pulling using both hands/arms while performing installation, fabrication, assembly, and construction and working with heavier materials, exerting up to 30 to 50 pounds of force;
5. Occasional climbing/balancing on stairs/ladders/scaffolding while performing maintenance work;
6. Frequent-to-constant bending/twisting at waist/knees/neck while performing repairs/installations;

Millwright

7. Occasional kneeling/crouching/crawling, depending on task assigned, while performing duties at or near ground level; frequent working in awkward positions and cramped spaces;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using tools/equipment; extended overhead reaching while working with tools may be required, depending on assignment;
9. Constant use of sight abilities while operating equipment and tools and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range;
10. Frequent use of speech/hearing abilities in communicating with coworkers, customers, and supervisors; constant use of hearing abilities while working around equipment to maintain safe work environment;
11. May be required to work in confined spaces, depending on project.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in fabricating/assembling parts/structures according to specifications and in maintaining a safe work environment;
2. Must be able to plan/organize work, problem-solve, and work independently without constant supervision in order to complete all assignments in a timely manner;
3. Must possess good mechanical aptitude and spatial reasoning abilities in order to develop procedures/determine best method to accomplish desired results;
4. Must possess good mathematical skills in order to make necessary calculations;
5. Must be able to read and understand technical information, manuals, Material Safety Data Sheets, work orders, blueprints, and diagrams;
6. Must be able to deal with pressure of multiple priorities, frequent interruptions, required deadlines, and time constraints;
7. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed indoors in shop environment or outdoors under all types of conditions including elevations up to 6,000 feet, underground in tunnels or mines, on drilling rigs, at heights, etc.

Tools & Equipment Used: Forklift, crane, hoist, hand and power tools, all types of measuring and testing equipment, and other equipment as needed; safety equipment includes gloves, hard hat, safety shoes, safety glasses, hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a Millwright or completion of a recognized apprenticeship program.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be qualified/fitted with respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Millwright Foreman

JOB CODE : 035222

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises other Millwrights and may perform the same tasks as the Millwright.

DIMENSIONS

The incumbent reports to a Maintenance Superintendent and supervises a crew of craftspeople.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to assigned craft team; may perform same duties as craftspeople being supervised;
2. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
3. Interprets specifications, drawings, and job orders as needed for area of supervision; tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking throughout shift on all types of surfaces and uneven terrain in shop and outdoors for short distances up to one to two miles/shift, depending on assignment;
2. Occasional sitting while performing shop tasks or administrative duties;

Millwright Foreman

3. Frequent lifting/carrying tools/equipment/materials/metal stock up to 1 to 50 pounds; assistive devices available for lifting/carrying up to 100-pound heavy metal stock, etc.;
4. Frequent pushing/pulling using both hands/arms while performing installation, fabrication, assembly, and construction and working with heavier materials, exerting up to 30 to 50 pounds of force;
5. Occasional climbing/balancing on stairs/ladders/scaffolding while performing maintenance work;
6. Frequent-to-constant bending/twisting at waist/knees/neck while performing repairs/installations;
7. Occasional kneeling/crouching/crawling, depending on task assigned, while performing duties at or near ground level; frequent working in awkward positions and cramped spaces;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using tools/equipment; extended overhead reaching while working with tools may be required, depending on assignment;
9. Constant use of sight abilities while operating equipment and tools and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range;
10. Frequent use of speech/hearing abilities in communicating with coworkers, customers, and supervisors; constant use of hearing abilities while working around equipment to maintain safe work environment.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft-workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed indoors in shop environment or outdoors under all types of conditions including elevations up to 6,700 feet, underground in tunnels or mines, on drilling rigs, at heights, etc.

Tools & Equipment Used: Forklift, crane, hoist, hand and power tools, all types of measuring and testing equipment, and other equipment as needed; safety equipment includes gloves, hard hat, safety shoes, safety glasses, hearing protection, and respirator when required.

Millwright Foreman

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of actual experience as a journeyman millwright or completion of a recognized apprenticeship program required. Previous supervisory experience or assignment to a lead role is desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. May be required to be fitted with respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Miner

JOB CODE : 032203

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent performs underground mining for adits, drifts, crosscuts, and alcoves.

DIMENSIONS

The incumbent reports to a Shifter, Tunnel Walker, or exempt supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Drills, loads, blasts, or cuts rock to drive underground drifts, adits, winze, crosscuts, and excavation of alcoves, shafts, raises, etc.; operates one or a combination of mechanical boring and cutting machines such as drill jumbos, jacklegs, tunnel boring machines, and continuous miners (such as Alpine Miners);
2. Installs ground support as necessary after scaling; drills holes; installs rock bolts, wire mesh, and shotcrete; may stand timber or steel sets with lagging as alternate support;
3. Assists in loading, transporting, and offloading of materials, equipment, and supplies; signals/directs motorman in movement of muck, supply, and man trains;
4. Supports concrete placements and grout pours by setting up pumping equipment, conveyers, and connecting hoses and discharging Moran cars;
5. Hand-excavates using pneumatic tools;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking in underground tunnels on uneven terrain throughout work shift up to two to three miles per shift, depending upon work location;
2. Frequent lifting/carrying tools/equipment/supplies up to 50 pounds; assistive devices available for lifting/carrying up to 100-pound heavier items including jacklegs, sinking hammer, and spader;
3. Constant pushing/pulling using both hands/arms exerting a force between 10 and 75 pounds while moving/operating heavy equipment;
4. Occasional climbing ladders downshaft to work area or climbing on equipment/scaffolding;
5. Constant bending/twisting at waist/knees/neck and working in awkward position throughout work shift;
6. Occasional kneeling/crouching/crawling throughout work shift may be required;

Miner

7. Constant use of both hands/arms reaching/grasping/gripping while utilizing hand/power tools/equipment; worker subject to vibration from use of sinking hammer, jackhammers, and power tools/equipment;
8. Constant use of sight required; excellent hand/eye/foot coordination is necessary in use of power tools; depth perception and peripheral vision are required to maintain safe work environment; visual acuity in near-, mid-, and far-range is required to perform job duties safely/accurately;
9. Constant use of speech/hearing abilities communicating with coworkers/supervisors and maintaining a safe work environment;
10. Frequent working in awkward positions and confined work spaces; working with arms extended overhead for prolonged periods of time; occasional jumping may be required.

Mental

1. Constant attention to detail when operating equipment and maintaining alert vigil in highly hazardous working conditions;
2. Must be able to read/write/speak English and understand technical information, drawings, schematics, and Material Safety Data Sheet guidelines;
3. Must possess basic mathematical skills;
4. Must be able to work under pressures of hazardous work conditions while maintaining work schedules as assigned;
5. Must be able to work effectively in a small-team environment while working independently to meet work goals.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed underground in tunnels/downshafts.

Tools & Equipment Used: Hands/power tools, two-way radio, drill jumbos, jacklegs, tunnel boring machines, Alpine Miners, jackhammers, spaders, sinking hammers, wire mesh, shotcrete equipment, pumping equipment, conveyors, hoses, and other equipment as needed. Safety equipment includes hard hat, flashlight, emergency air pack, safety glasses, safety belt, steel-toed safety shoes, eye/hearing protection, and respirator.

REQUIRED TRAINING AND WORK EXPERIENCE

Miner - Tunnel requires one year of underground mining experience. Equivalent experience will be accepted in drilling, mucking, blasting, or timbering classifications. Some jackleg and rock bolt experience is desirable. Shaft Miner requires one year of experience in shaft mining, sinking, or vertical shaft and handling of heavy ground. Hard rock, stoke, or drifting is equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualified for a respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Miner-Welder

JOB CODE : 032202

DATE PREPARED : July 22, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent welds together metal components pertinent to mining operations using manual electric arc-welding process and performs miner duties when not performing welding activities.

DIMENSIONS

The incumbent reports to a Shifter, Tunnel Walker, or exempt supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs work in accordance with drawings, sketches, specifications, codes, and standards;
2. Welds flat, cylindrical, or irregular parts that may be clamped, tack-welded, or otherwise positioned;
3. May perform same duties as Miner-Tunnel when not performing welding activities;
4. Drills, loads, blasts, or cuts rock to drive underground drifts, adits, winze, crosscuts, and excavation of alcoves, shafts, raises, etc.; operates one or a combination of mechanical boring and cutting machines such as drill jumbos, jacklegs, tunnel boring machines, and continuous miners (such as Alpine Miners);
5. Installs ground support as necessary after scaling; drills holes and installs rock bolts, wire mesh, and shotcrete; may stand timber or steel sets with lagging as alternate support;
6. Assists in loading, transporting, and offloading of materials, equipment, and supplies; signals/directs motorman in movement of muck, supply, and man trains;
7. Supports concrete placements and grout pours by setting up pumping equipment, conveyers, and connecting hoses and discharging Moran cars;
8. Hand-excavates using pneumatic tools;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking in underground tunnels on uneven terrain throughout work shift up to two to three miles per shift, depending upon work location;
2. Frequent lifting/carrying tools/equipment/supplies up to 25 to 50 pounds; assistive devices available for lifting/carrying up to 100-pound items including jacklegs, sinking hammer, and spader;

Miner-Welder

3. Constant pushing/pulling using both hands/arms exerting a force between 10 and 75 pounds while moving/operating heavy equipment;
4. Occasional climbing ladders downshaft to work area or climbing on equipment/scaffolding;
5. Constant bending/twisting at waist/knees/neck and working in awkward position throughout work shift;
6. Occasional kneeling/crouching/crawling throughout work shift may be required;
7. Constant use of both hands/arms reaching/grasping/gripping while utilizing hand/power tools/equipment; worker subject to vibration from use of sinking hammer, jackhammers, and power tools/equipment;
8. Constant use of sight required; excellent hand/eye/foot coordination is necessary in use of power tools; depth perception and peripheral vision are required to maintain safe work environment; visual acuity in near-, mid-, and far-range is required to perform job duties safely/accurately;
9. Constant use of speech/hearing abilities communicating with coworkers/supervisors and maintaining a safe work environment;
10. Frequent working in awkward positions and confined work spaces; working with arms extended overhead for prolonged periods of time; occasional jumping may be required.

Mental

1. Constant attention to detail when operating equipment and maintaining alert vigil in highly hazardous working conditions;
2. Must be able to read/write/speak English and understand technical information, drawings, schematics, and Material Safety Data Sheet guidelines;
3. Must possess basic mathematical skills;
4. Must be able to work under pressures of hazardous work conditions while maintaining work schedules as assigned;
5. Must be able to work effectively in a small-team environment while working independently to meet work goals.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors and underground in tunnels/downshafts.

Tools & Equipment Used: Hand/power tools, two-way radio, drill jumbos, jacklegs, tunnel boring machines, Alpine Miners, jackhammers, spaders, sinking hammers, wire mesh, shotcrete equipment, pumping equipment, conveyors, hoses, welding equipment, and other equipment as needed. Safety equipment includes hard hat, flashlight, emergency air pack, safety glasses, safety belt, steel-toed safety shoes, and eye/hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

One year of underground mining/welder experience is required. Must be qualified and demonstrate continued proficiency in accordance with REECO's General Welding Standard WQ-1, as described in the REECO Welding Manual, Volume II.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualified for a respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Motor Patrol Operator

JOB CODE : 036504, 031504

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates motor patrol to maintain roads and drill site and event site locations, building pads, and other forms of material handling work.

DIMENSIONS

The incumbent reports to the operator foreman or general foreman and has no supervisory responsibilities.

NATURE AND SCOPE

1. Operates motor patrol to move various types of aggregate and material;
2. Reads survey grade and cuts or fills to proper grade;
3. Inspects and maintains machinery;
4. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
5. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Occasional standing/walking while performing job duties;
2. Constant sitting while operating equipment; occasionally subject to bouncing/jarring/vibration, depending on equipment;
3. Minimal lifting/carrying; may sometimes lift up to 50 pounds while helping mechanics lift heavy parts; assistive devices available for lifting/carrying up to 100 pounds;
4. Frequent-to-constant pushing/pulling exerting a force up to 1 to 20 pounds while operating equipment controls;
5. Frequent climbing steps/ladders or climbing on/off equipment while performing job duties;
6. Frequent bending/twisting of waist/neck from a sitting position while driving equipment;
7. Occasional kneeling/crouching while inspecting equipment;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping; occasional overhead reaching/pulling up while climbing on/off equipment;
9. Constant use of sight abilities in color/depth perception, good peripheral vision, hand/eye coordination; visual acuity in near-, mid-, and far-range of vision necessary while performing job duties;

Motor Patrol Operator

10. Must possess good speech/hearing abilities in communicating with coworkers/supervisors.

Mental

1. Constant mental alertness and attention to detail while operating heavy equipment/motor vehicles and monitoring routing processes;
2. Must be able to read/write/speak English to understand reports/technical information/Material Safety Data Sheet guidelines;
3. Must possess good verbal skills for routine exchanges of information with coworkers/supervisors;
4. Must have good written skills for filling out forms and performing daily equipment logs;
5. Good reasoning skills are necessary in applying established procedures and in performing work safely/effectively;
6. Must be able to make decisions with no direct supervision.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in a climate-controlled vehicle cab environment most of the time while grading/patching/inspecting roads. The incumbent may be exposed to extremes of heat/cold of Nevada weather conditions climbing in/out of vehicle while observing/inspecting work area.

Tools & Equipment Used: Hand tools, shovel, two-way radio, rollers, graders, loaders, forklifts, scrapers, and other equipment as needed; safety equipment includes respirator, hearing/eye protection, safety shoes, gloves, hard hats, and safety belts/harnesses.

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires a minimum of two years of experience or completion of a recognized apprenticeship program; the incumbent must operate all motor equipment such as loaders, scrapers, dozers, forklifts, and dirt machines; the incumbent occasionally operates rough or finish blades.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Motorman - Oilfield

JOB CODE : 036552, 031594

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent assists in mobilizing, operating, and demobilizing various sizes of drill rigs and equipment to drill bores ranging from 6' to 144'. Responsibilities include operation and simple maintenance of rig motors and compressors; responsible for operating machinery not including equipment/machinery used by driller.

DIMENSIONS

The incumbent reports to Driller Foreman and has no supervisory responsibilities.

NATURE AND SCOPE

1. Inspects and records condition of equipment on motorman's section of daily rig inspection report; performs all duties in compliance with Company environment, safety, and health requirements;
2. Checks oil and fuel level on all equipment and lubricates and greases equipment as required;
3. Starts up and shuts down engines as needed and checks for and reports any leakage of fluids;
4. Assists in making connections, trips, picking up, and laying down tools by using power tongs, rotary tongs, spinning chain, cathead, tuggers, and hand tools;
5. Performs minor mechanical repairs and tune ups as needed using hand tools; reports repairs needed on equipment requiring support assistance;
6. Assists crew members needing assistance;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking up to four to five miles per shift; may require running upstairs to the rigging floor;
2. Occasionally sitting while performing bench work or administrative duties;
3. Frequent lifting/carrying 40 to 50 pounds up to 30 times per shift using tong heads, slips, and elevators;
4. Frequently pushing/pulling with both hands/arms while performing routine duties exerting up to 35 pounds of force; occasionally 75 to 100 pounds of force necessary to torque down bolts/nuts up to 2 inches using torque wrenches;
5. Frequently climbing rig steps 5 to 30 feet;

Motorman - Oilfield

6. Occasionally bending/twisting at waist/knees while pulling slips, unlatching elevators, etc.;
7. Occasional kneeling/crouching while making adjustments, performing minor tune ups, or adjusting equipment;
8. Frequently using both hands/arms reaching/handling/grasping/gripping; some overhead reaching while using hand tools and performing work duties;
9. Constant use of sight/hearing abilities; hand/eye coordination; near-, mid-, and far-range of visual acuity while reading gauges, identifying malfunctions, etc.;
10. Constant use of speech abilities in communicating with coworkers/supervisors and in giving/receiving instructions;
11. May be required to work in awkward positions while performing job duties.

Mental

1. Concentration, alertness, and attention to detail necessary while monitoring multiple factors and equipment and while working in hazardous areas;
2. Good written communication skills necessary for completing logs and processing hourly compression reports;
3. Must be able to read/write/speak English; must possess basic mathematical skills;
4. Must have good verbal communication skills in communicating with coworkers/supervisors;
5. Must possess good reasoning skills and be able to apply established procedures;
6. Must be able to assign projects/schedules in coordinating work with other operating units.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in and around drill rigs with exposure to all types of weather conditions. Work may be performed at elevations of up to 6,700 feet.

Tools & Equipment Used: Large pipe wrenches, file/hacksaws, grinders, drills, hand/power tools, shovels, pumps and compressors, manuals, logs, and motor vehicle; safety equipment includes respirator, hearing and eye protection, safety shoes, hard hats, safety belts/harnesses, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as a motorman, derrickman, or drill helper on a large rotary oilfield is required. Must be qualified to survey equipment and perform tuning maintenance and make minor repairs to the equipment.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Mucking Machine Operator

JOB CODE : 031526, 036526

DATE PREPARED : July 21, 1992

Revised: December 2, 1993

SUMMARY STATEMENT

The incumbent operates mucking machine (mechanical shovel) that loads rock into mine cars or onto conveyers in underground mines.

DIMENSIONS

The incumbent reports to the Shifter or Tunnel Walker and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates air-powered, diesel, or electric-powered mucker that loads blasted and mechanically excavated rock (muck) into mine cars or onto a conveyer belt in underground excavations;
2. Adjusts, lubricates, and maintains/repairs machine; moves levers to force shovel into pile; lifts/revolves shovel; and dumps contents into dump vehicle or conveyor;
3. Operates diesel-powered, rubber-tired mucker to load, haul, and dump into vehicle;
4. Completes equipment verification form (card) for each piece operated during the shift;
5. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent standing/walking short distances in underground tunnel on uneven terrain while not operating equipment;
2. Frequent sitting while operating equipment; subject to jarring/bouncing/vibration;
3. Occasional lifting/carrying up to 1 to 25 pounds of small hand tools, materials, and supplies; occasional lifting/carrying up to 40 to 50 pound, 5-gallon cans of diesel oil;
4. Constant pushing/pulling exerting one to ten pounds of force while operating equipment levers;
5. Frequent climbing on/off equipment while performing job duties;
6. Frequent bending/twisting at waist/knees/neck while getting on/off machine and while operating equipment from seated position;
7. Occasional kneeling/crouching while inspecting/servicing equipment;

Mucking Machine Operator

8. Constant use of feet and both hands/arms reaching/grasping/gripping while operating equipment using hand control levers and foot pedals;
9. Excellent hand/eye/foot coordination required; constant use of sight abilities with visual acuity in near-, mid-, and far-range; excellent depth perception and peripheral vision to safely operate equipment in hazardous areas;
10. Constant use of speech/hearing abilities communicating with coworkers/supervisors, identifying malfunctions in equipment, hearing alarms, and maintaining a safe work environment.

Mental

1. Constant attention to detail while operating equipment and while monitoring multiple factors/processes; operator must always be alert to avoid personal injury and hazard to other workers while working underground;
2. Must be able to read/write/speak English;
3. Must possess mechanical aptitude, and problem-solving skills to identify malfunctions and perform minor servicing of equipment;
4. Must work well in a small-team environment with other Miners;
5. Must be able to deal with working in hazardous conditions while performing multiple tasks;
6. Must possess good written communication skills to complete logs and fill out forms accurately;
7. Must possess good verbal communication skills to perform routine exchanges of information and communicate with coworkers/supervisors.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed underground working in tunnels.

Tools & Equipment Used: Mucking machine, hand/power tools, two-way radio, and other equipment as needed. Safety equipment includes hard hat, flashlight safety glasses, steel-toed safety shoes, gloves, and eye/hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

One year of experience as a Mucking Machine Operator is required. Capability to operate other underground/surface equipment comparable to rubber-tired load, haul, and dump vehicle would be considered.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to fitted/qualified with respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Mud Plant Operator

JOB CODE : 031503

DATE PREPARED : April 6, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent is responsible for mixing drilling fluids according to specifications. Will work in sub dock area cleaning/straightening pipe and inspecting pipe elevators, slips, and spiders.

DIMENSIONS

The incumbent reports to a craft supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs mixing of drilling fluids utilizing dry materials measured by weight into hoppers;
2. Adds specified water amounts; checks fluid viscosity and acidity level periodically;
3. Operates mixing equipment, turns valves/levers, and performs minor maintenance on equipment;
4. Inspects/cleans/straightens drilling pipe and related equipment including elevators, slips, spiders, etc.;
5. Performs minor maintenance on drill pipe and general cleanup of sub dock areas;
6. Maintains supplies/materials as needed for operation of mud plant;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constantly standing/walking one to one-and-one-half miles per shift on all types of terrain (metal walkways, concrete, uneven terrain, etc.);
2. Frequent lifting/carrying up to 50-pound sacks of dry materials while mixing/carrying equipment, slips, spiders, etc.; assistive devices available for lifting/carrying up to 100-pounds sacks of dry materials;
3. Frequent pushing/pulling using both hands/arms exerting 10 to 35 pounds of force while moving equipment;
4. Rarely climbs stairs/ladders;
5. Frequent bending/twisting at waist/knees/neck while inspecting pipe;
6. Occasional kneeling/crouching while inspecting pipe and mixing drilling fluids;
7. Constant use of both hands/arms to reach/grasp/grip while mixing, drilling fluids, and turning valves/levers;

Mud Plant Operator

8. Constant use of sight abilities in operating equipment and inspecting pipe;
9. Frequent use of speech/hearing abilities in communicating with coworkers/supervisors.

Mental

1. Good verbal communication skills used in routine exchanges of information with coworkers/supervisors;
2. Attention to detail while performing mixing/inspecting functions;
3. Good written communication skills necessary to complete logs;
4. Must be able to read/write/speak English to understand manuals and mixing formulas;
5. Basic mathematical skills are necessary in mixing/drilling;
6. Must be able to apply established procedures.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a covered building exposed to typical Nevada weather conditions.

Tools & Equipment Used: Steam-cleaning equipment, pipe straightener, pumps, mixing equipment, hand/power tools, and other equipment as needed. Safety equipment includes hard hat, safety glasses, safety belt, and steel-toed safety shoes.

REQUIRED TRAINING AND WORK EXPERIENCE

The incumbent should have two years of experience in related drilling activity.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Operator Foreman

JOB CODE : 036502, 031592

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directly supervises operators according to instructions received from the Operator General Foreman and possess significant knowledge in all types of equipment operation.

DIMENSIONS

The incumbent reports to an Operator General Foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, and reviews work and provides directions to craft work team under supervision of this position; may perform same duties as craftspeople being supervised;
2. Interprets specifications, drawings, and job orders as needed for area of supervision;
3. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
4. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised; makes recommendations on materials/parts/equipment;
5. Analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes; may study schedules and estimate work hour requirements for completion of job;
7. Conducts weekly safety meetings to promote safety consciousness;
8. May perform same duties as craftsmen being supervised;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking while performing job duties;
2. Constant sitting while operating equipment; occasionally subject to bouncing/jarring/vibration, depending on equipment;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Operator Foreman

3. Minimal lifting/carrying; may sometimes lift up to 50 pounds while helping mechanics lift heavy parts; assistive devices available for lifting/carrying up to 100 pounds;
4. Frequent-to-constant pushing/pulling exerting a force up to 1 to 20 pounds while operating equipment controls;
5. Frequent climbing steps/ladders or climbing on/off equipment while performing job duties;
6. Frequent bending/twisting of waist/neck from a sitting position while driving equipment;
7. Occasional kneeling/crouching while inspecting equipment;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping; occasional overhead reaching/pulling up while climbing on/off equipment;
9. Constant use of sight abilities in color/depth perception, good peripheral vision, and hand/eye coordination; visual acuity in near-, mid-, and far-range necessary while performing job duties;
10. Must possess good speech/hearing abilities in communicating with coworkers/supervisors.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in a climate-controlled vehicle cab environment most of the time while grading/patching/inspecting roads. The incumbent may be exposed to extreme heat/cold of Nevada weather conditions climbing in/out of vehicle while observing/inspecting work area.

Tools & Equipment Used: Hand tools, shovel, two-way radio, rollers, graders, loaders, forklifts, scrapers, and other equipment as needed; safety equipment includes respirator, hearing/eye protection, safety shoes, gloves, hard hats, and safety belts/harnesses.

Operator Foreman

REQUIRED TRAINING AND WORK EXPERIENCE

A minimum of two years of experience as a heavy equipment operator.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Operator General Foreman

JOB CODE : 031501, 036501

DATE PREPARED : July 22, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent is directly responsible for the supervision of Operator Foremen and their assigned crews. Responsibilities include work performance and safety. The incumbent must possess extensive knowledge of all phases of equipment operations.

DIMENSIONS

The incumbent reports to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals and objectives; assists in formulating procedures and policies necessary for the efficient operation of the section;
2. Makes recommendations on materials, parts, and equipment and assists in determining personnel assignments to work locations and in scheduling work flow to maximize productivity;
3. Directs and verifies work order usage with work requests to prevent any overcharging and checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
4. Answers technical questions regarding craft operations; reviews craft cards to authenticate qualifications of craft workers committed to projects;
5. Conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen;
6. Surveys work areas for environment, safety, and health conditions to assure compliance with Company policies; assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
7. Conducts new employee orientation, assists in evaluating employee work performance, and recommends personnel actions;
8. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs;
9. Assists in total quality management process improvements and customer satisfaction;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

Operator General Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking in office/shop on concrete surface or outdoors for distances of one-quarter to one-half mile;
2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional lifting/carrying 10 to 50 pounds of parts/tools/equipment for a distance of up to 50 feet;
4. Occasional pushing/pulling doors/drawers;
5. Occasional climbing on ladders/scaffolding while inspecting/evaluating project or craft workers;
6. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/evaluating installations/repairs;
8. Frequent use of both hands/arms grasping/gripping/handling/fingering while performing administrative duties; may at times work with arms extended/overhead;
9. Constant use of sight while inspecting/evaluating project and monitoring craft workers;
10. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;
9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;

Operator General Foreman

10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in office environment or in climate-controlled vehicle cab environment most of the time performing inspections/evaluations. The incumbent may be exposed to extreme heat/cold of Nevada weather conditions climbing in/out of vehicle while observing/inspecting work area.

Tools & Equipment Used: General office equipment, hand tools, shovel, two-way radio, rollers, graders, loaders, forklifts, scrapers, and other equipment as needed; safety equipment includes respirator, hearing/eye protection, safety shoes, gloves, hard hats, and safety belts/harnesses.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as a heavy equipment operator.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Painter Foreman

JOB CODE : 031602, 036602

DATE PREPARED : May 19, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises other Painters in the performance of various painting tasks, roof repairs, wall paper hanging, carpet installations, tile installations, window glazing, concrete deck repairs, and glazing.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftspeople.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to assigned craft team; may perform same duties as craftspeople being supervised;
2. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
3. Interprets specifications and job orders as needed for area of supervision; tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout shift on all types of surfaces and uneven terrain, indoors and outdoors up to one-half to one mile per shift;
2. Occasional sitting in vehicle or on floor while working at or near ground level;

Painter Foreman

3. Frequent lifting/carrying, tools, equipment, and supplies 1 to 25 pounds; occasionally up to 50 to 65- pound buckets of paint and equipment carrying short distances; assistive devices available for lifting/carrying up to 100-pound sacks of materials for a distance of up to 150 feet;
4. Frequent pushing/pulling using both hands/arms while using hand tools, scraping/sanding, and moving equipment exerting force of 1 to 25 pounds;
5. Frequent-to-constant climbing/balancing on stairs, ladders, and scaffolding and standing on roofs while performing duties at heights up to 30 feet;
6. Constant bending/twisting at waist/knees/neck while preparing surfaces, spraying, brushing, or rolling paint;
7. Occasional kneeling/crouching while prepping surfaces or applying paint at or near ground level;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using sprayers, rollers, brushes to apply paint, prepping surfaces, etc.; can be highly repetitive; may require working with arms extended or overhead for long periods;
9. Constant use of sight/hearing abilities in performing painting duties and in maintaining a safe work environment; visual requirements include color vision, hand/eye coordination and visual acuity in near- and mid-range;
10. Constant use of speech/hearing abilities in communicating with customers, coworkers, and supervisors.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organizational planning/scheduling skills are required;
5. Mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors or outdoors under all types of conditions including elevations up to 6,700 feet, underground in tunnels or mines, on drilling rigs, etc.

Painter Foreman

Tools & Equipment Used: Paint spraying equipment, power washers, paint brushes, rollers, wire brushes, scrapers, sanders, bead blasting equipment, glass cutting and glazing equipment, ladders/manlifts/boom trucks, pentagraph, and hand tools; safety equipment including gloves, safety shoes, safety glasses, eye/hearing protection, safety harness, protective clothing, face masks, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of actual experience as a Painter or completion of a recognized apprenticeship program required. Previous supervisory experience or assignment as a lead person desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualify for respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Painter

JOB CODE : 031603, 036603

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent performs various painting tasks, roof repairs, wall paper hanging, carpet installations, tile installations, window glazing, concrete deck repairs, and glazing.

DIMENSIONS

The incumbent reports to a Painter Foreman, general foreman, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Applies painting products to interior and exterior of facilities and applies various finishes to furniture type products;
2. Applies roof coating products to repair deteriorating roofs;
3. Applies concrete patching products to repair concrete surfaces;
4. Installs glass panes in new frames and repairs broken windows;
5. Sandblasts various surfaces in preparation of applying various coatings;
6. Bead blasts concrete floors to remove old coating;
7. Engraves plastic or metal signs with a pentagraph;
8. Is responsible for maintaining satellite accumulation areas and assuring proper waste stream documentation;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout shift on all types of surfaces and uneven terrain indoors and outdoors up to one-half to one mile per shift;
2. Occasional sitting in vehicle or on floor while working at or near ground level;
3. Frequent lifting/carrying tools, equipment, and supplies, 1 to 25 pounds; occasionally up to 50 to 65- pound buckets of paint or equipment, carrying for short distances; occasionally carrying up to 100-pound sacks of materials for a distance up to 150 feet;

Painter

4. Frequent pushing/pulling using both hands/arms while using hand tools, scraping/sanding, and moving equipment, exerting force of 1 to 25 pounds;
5. Frequent-to-constant climbing/balancing on stairs, ladders, and scaffolding and standing on roofs while performing duties at heights up to 30 feet;
6. Constant bending/twisting at waist/knees/neck while preparing surfaces, spraying, brushing, or rolling paint;
7. Occasional kneeling/crouching while prepping surfaces or applying paint at or near ground level;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using sprayers, rollers, or brushes to apply paint, prep surfaces, etc.; can be highly repetitive; may require working with arms extended or overhead for long periods;
9. Constant use of sight/hearing abilities in performing painting duties and in maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range;
10. Constant use of speech/hearing abilities in communicating with customers, coworkers, and supervisors.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in preparing surfaces and applying paint or other coatings according to specifications and in maintaining a safe work environment in potentially hazardous conditions;
2. Must be able to plan/organize work in order to complete all assignments in a timely manner;
3. Must be able to work independently without direct supervision;
4. Must possess basic mathematical skills and ability to read/write/speak English;
5. Must be able to read and understand instructions, Material Safety Data Sheets, and work orders and complete logs and forms;
6. Must possess good oral communication skills in order to deal with customers, coworkers, and supervisors in an effective and professional manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors or outdoors under all types of conditions including elevations up to 6,700 feet, underground in tunnels or mines, on drilling rigs, etc.

Tools & Equipment Used: Paint spraying equipment, power washers, paint brushes, rollers, wire brushes, scrapers, sanders, bead blasting equipment, glass cutting and glazing equipment, ladders/manlifts/boom trucks, pentagraph, and hand tools; safety equipment includes gloves, safety shoes, safety glasses, eye/hearing protection, safety harness, protective clothing, face masks, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of experience as a painter or completion of a recognized apprenticeship program required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be qualified/fitted for respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Pantry

JOB CODE : 030412, 030470

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares salads, dressings, and cold sauces for consumption in Food Service Cafeteria.

DIMENSIONS

The incumbent reports to Chef, Second Cook, or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Prepares salads, dressings, and cold sauces for Mercury Cafeteria and C-P snack bar;
2. Sets up and maintains salad bar;
3. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment;
4. Adds seasoning to food during mixing or cooking according to instructions;
5. Observes and tests food being prepared by tasting, smelling, and observation;
6. Works in serving line for lunch periods;
7. May wash, peel, cut, and shred vegetables and fruits to prepare them for use; may butcher chickens, fish, and shellfish as directed; may bake bread, rolls, cakes, and pastry as time permits;
8. Maintains a "clean-as-you-work" environment at all work stations; cleans and details all work spaces and snack line surfaces, floors, and boxes at end of meal periods;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies/dishes/trays up to 35 pounds; occasional lifting up to 50 pounds;
3. Frequent pushing/pulling using both hands/arms moving food stuffs/sliding plates/opening doors and using knives/cleaning, exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in refrigerators, cleaning, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Pantry

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range;
7. Constant use of hearing/speech abilities in communicating with food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor/quality of food being prepared;
9. Frequent use of sense of touch in determining freshness of foods.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to all procedures and instructions and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.;
4. Must be able to deal with pressure of maintaining kitchen.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an industrial kitchen environment.

Tools & Equipment Used: Hand carts, trays, rolling carts, and assorted kitchen equipment/utensils.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as pantryman, pantry helper, butcher, baker's helper, or cook's helper. Inventory control experience required.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Pipefitter/Plumber - Welder

JOB CODE : 031803, 036803

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent lays out, fabricates, assembles, installs, and maintains piping, piping systems, and equipment for water systems, lubricating, sprinkling, and industrial processing systems on the basis of knowledge of system operation and study of building plans or working drawings.

DIMENSIONS

The incumbent reports to a foreman, general foreman, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Assembles, installs, and repairs a variety of metal and nonmetal pipe and pipe fittings including those made of brass, copper, glass, and plastic;
2. Performs work in accordance with drawings, sketches, specifications, codes, and standards;
3. Selects type/size of pipe and related materials according to job specifications; plans sequence of installation to avoid obstructions and activities of other craft workers;
4. Cuts pipe using hacksaw, pipe cutters, hammer and chisel, cutting torch, and pipe cutting machine; threads pipe using threading machine; bends pipe by hand or with pipe bending machine;
5. Joins piping by means of welded, threaded, caulked, wiped, soldered, brazed, fused, or cemented joints;
6. Secures pipe to structure with clamps, brackets, and hangers using hand tools;
7. Tests piping system for leaks by increasing pressure in pipes and observing gauges attached to pipes for indications of leaks; lays out reference points for installation of structural and functional components using tape, plumb bob, levels, squares, and individual lasers; lifts/aligns components into position using hoists; bolts, clamps, and tack-welds parts to secure in position for welding;
8. May weld holding fixtures to structural steel members; sets up equipment and welds parts using arc, gas-shield arc, submerged arc, or gas welding equipment; may cut asbestos-containing pipe and insulation requiring employee to wear an air purifying respirator;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent-to-constant standing/walking a distance of up to one mile per shift, depending on job assignment while performing job duties;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Pipefitter/Plumber - Welder

2. Occasional sitting while at work bench and performing other job duties;
3. Frequent lifting/carrying 30 to 50 pounds of work tools/materials, welding equipment, etc., necessary to perform job duties and carrying a distance of up to 150 feet;
4. Frequent pushing/pulling using one or both hands/arms exerting 25 to 50 pounds of force while working on piping systems, wrenching, moving equipment, and performing shop work;
5. Occasional climbing ladders while performing job duties;
6. Constant bending/twisting at waist/knees/neck while working in awkward positions while performing repairs/installations; may be required to work in confined spaces;
7. Frequent kneeling/crouching/crawling while working in attics and underneath structures inspecting/installing/repairing piping systems;
8. Constant use of both hands/arms while reaching/handling/grasping/fingering/gripping while performing inspections/installations/repairs; may be highly repetitive hand work when fabricating/installing piping systems;
9. Constant use of sight abilities in visual acuity of near- and mid-range, depth perception, and hand/eye coordination;
10. Constant use of speech/hearing abilities in communicating and maintaining safe working environment;
11. Frequent use of sense of smell when working around welding equipment and piping systems to detect gas leaks/odors and chemical spills/leaks.

Mental

1. Must possess good verbal communication skills to perform routine exchanges of information necessary to safe/effective job performance;
2. Basic written communication skills are necessary in order to fill out forms accurately;
3. Must be able to read/write/speak English to understand technical information and Material Safety Data Sheet guidelines and manuals;
4. Must possess basic mathematical skills;
5. Constant attention to detail, alertness, and concentration required to perform job duties effectively/safely while working with precise specifications;
6. Must be a capable problem-solver and able to work independently;
7. Must be able to deal with irate customers/users when piping systems fail and to work under emergency situations with frequent interruptions and time constraints.

Pipefitter/Plumber - Welder

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in shop environment 20 percent of the time and in the field 80 percent of the time completely exposed to Nevada weather conditions.

Tools & Equipment Used: Hand/power tools, jackhammer, cranes, forklift, welding equipment, and other equipment as needed. Safety equipment includes anti-contamination suits, coveralls, gloves, hard hat, safety shoes, safety glasses, and respirator.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a pipe fitter/plumber-welder or completion of a certified apprenticeship program. Must be currently qualified and be able to demonstrate continued proficiency in accordance with REECO's General Welding Standard WQ-1, as described in the REECO Welding Manual, Volume II.

OTHER SPECIAL QUALIFICATIONS

Brazing certification required. Must be able to pass appropriate Environmental Protection Agency certification. Must be able to obtain "Q" clearance. Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Plumber/Refrigeration Mechanic

JOB CODE : 031803, 036803

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent lays out, fabricates, assembles, installs, and maintains piping and piping systems and equipment for heating/cooling systems and industrial processing systems on the basis of knowledge of system operation and study of building plans or working drawings.

DIMENSIONS

The incumbent reports to a refrigeration mechanic foreman, general foreman, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Installs/maintains refrigeration and air conditioning systems including compressors, pumps, meters, and pneumatic and hydraulic controls and piping;
2. Forges components to assemble structural forms such as machining frames, tanks, pressure vessels, and piping according to blueprints and knowledge of welding and metallurgy;
3. Tests piping system for leaks by increasing pressure in pipes and observing gauges attached to pipes for indications of leaks;
4. Lays out reference points for installation of structural and functional components using tape, plumb bob, levels, squares, and individual lasers;
5. Lifts/aligns components into position using hoists; bolts, clamps, and tack-welds parts to secure in position for welding;
6. May weld holding fixtures to structural steel members; sets up equipment and welds parts using arc, gas-shield arc, submerged arc, or gas welding equipment;
7. May cut asbestos containing pipe and insulation, requiring employee to wear an air purifying respirator;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking on all types of terrain while performing job duties;
2. Occasional sitting while at workbench using test equipment to work on small chillers;
3. Frequent lifting/carrying 30 to 50 pounds of work tools/welding equipment for a distance of up to 20 to 150 feet;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Plumber/Refrigeration Mechanic

4. Frequent pushing/pulling exerting 35 to 75 pounds of force performing heavy wrenching, setting A/C units in windows, etc.;
5. Frequently climbs ladders to roof areas carrying tools/equipment while working on air conditioning systems and heating units;
6. Constant bending/twisting at waist/knees/neck while working in awkward positions while performing repairs/installations; may be required to work in confined spaces;
7. Frequent kneeling/crouching/crawling while working in attics and underneath structures inspecting/installing/repairing piping systems;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while performing inspections/installations/repairs; may be highly repetitive work while fabricating/installing systems;
9. Constant use of sight abilities in visual acuity of near- and mid-range, depth/color perception, and hand/eye coordination;
10. Constant use of speech/hearing abilities in communicating and maintaining safe working environment;
11. Frequent use of sense of smell when working around welding equipment and piping systems to detect gas leaks/odors and chemical spills/leaks.

Mental

1. Must possess good verbal communication skills to perform routine exchanges of information necessary for safe/effective job performance;
2. Basic written communication skills are necessary in order to fill out forms accurately;
3. Basic reading skills are required to understand technical information and Material Safety Data Sheet guidelines;
4. Must possess basic mathematical skills; basic algebra and trigonometry required in order to read blueprints and schematics and to figure BTUs and heat transfers;
5. Constant attention to detail required; for example, to prevent serious consequence of financial loss of computer equipment due to lack of air conditioning;
6. Must be an excellent problem-solver and able to work independently;
7. Must be able to deal with irate customers/users when heating/air conditioning systems fail and to work under emergency situations with frequent interruptions and time constraints.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in shop environment 20 percent of the time and in the field 80 percent of the time, completely exposed to Nevada weather conditions.

Tools & Equipment Used: Hand/power tools, jackhammer, cranes, forklift, welding equipment, and other equipment as needed. Safety equipment includes anti-contamination suits, coveralls, gloves, hard hat, safety shoes, safety glasses, and respirator.

Plumber/Refrigeration Mechanic

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a refrigeration mechanic or completion of a certified apprenticeship program. When welding is required, must be currently qualified and be able to demonstrate continued proficiency in accordance with REECo's General Welding Standard WQ-1, as described in the REECo Welding Manual, Volume II.

OTHER SPECIAL QUALIFICATIONS

Brazing certification required. Must be able to pass appropriate Environmental Protection Agency certification. May be required to be fitted for respirator. Must be able to obtain "Q" clearance. Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Plumber/Refrigeration Mechanic Foreman

JOB CODE : 036802, 031802

DATE PREPARED : May 18, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directly supervises plumbers and refrigeration mechanics according to instructions received from the Plumber/Refrigeration Mechanic General Foreman.

DIMENSIONS

The incumbent reports to a Plumber/Refrigeration Mechanic General Foreman or exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to assigned craft team; may perform same duties as craftpersons being supervised;
2. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel; directs employees to ensure that work is of good quality and is performed in a timely manner;
3. Interprets specifications, blueprints, drawings, and job orders as needed for area of supervision; tracks materials inventory and maintains required records; makes material take-offs; orders supplies and materials required and ensures that they are delivered to jobsite;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout shift on all types of surfaces, uneven terrain, in shop and outdoors for short distances up to one to two miles/shift, depending on assignment while inspecting/evaluating craft crewmen and their respective work;

Plumber/Refrigeration Mechanic Foreman

2. Occasional sitting while performing shop tasks or administrative duties;
3. Frequent lifting/carrying paperwork, tools, equipment, materials, and metal stock, 1 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of heavy metal stock, welding cylinders, etc.;
4. Frequent pushing/pulling using both hands/arms while performing inspections/installations, fabrication, assembly, construction, and working with heavier materials, exerting up to 75 pounds of force;
5. Frequent climbing/balancing on stairs, ladders, and scaffolding while performing maintenance and construction on roofs or ductwork;
6. Frequent-to-constant bending/twisting at waist/knees/neck while performing fabrication, installation, and administrative duties;
7. Frequent kneeling/crouching/crawling, depending on task assigned, while performing inspections/evaluations and duties at or near ground level; frequent working in awkward positions and cramped spaces;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while performing administrative duties and while using tools and equipment to assemble, fabricate, and shape metal parts/structures; overhead reaching while working with tools may be required;
9. Constant use of sight abilities while operating equipment and tools and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range;
10. Frequent use of speech/hearing abilities in communicating with coworkers and supervisors; constant use of hearing abilities while working around equipment to maintain safe work environment.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

Plumber/Refrigeration Mechanic Foreman

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in shop environment 20 percent of the time and in the field 80 percent of the time completely exposed to Nevada weather conditions.

Tools & Equipment Used: Hand/power tools, jackhammer, cranes, forklift, welding equipment, and other equipment as needed. Safety equipment includes anti-C suits, coveralls, gloves, hard hat, safety shoes, safety glasses, and respirator.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a refrigeration mechanic welder or completion of a certified apprenticeship program. Previous supervisory experience or assignment to lead role is desirable. When welding is required, must be currently qualified and be able to demonstrate continued proficiency in accordance with REECO's General Welding Standard WQ-1, as described in the REECO Welding Manual, Volume II.

OTHER SPECIAL QUALIFICATIONS

Brazing certification required. Must be able to pass appropriate Environmental Protection Agency certification. Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Plumber/Refrigeration Mechanic General Foreman

JOB CODE : 036801, 031801

DATE PREPARED : May 18, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent is directly responsible for the supervision of Plumber/Refrigeration Mechanic Foremen and their crews.

DIMENSIONS

The incumbent reports to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes and controls assigned craft teams through subordinate foremen to accomplish Company goals and objectives;
2. Makes recommendations on materials, parts, and equipment and assists in determining personnel assignments to work locations and in scheduling work flow to maximize productivity;
3. Assists in formulating procedures and policies necessary for the efficient operation of the section; answers technical questions regarding craft operations;
4. Directs and verifies work order usage with work requests to prevent any overcharging; checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
5. Reviews craft cards to authenticate qualifications of craft workers committed to projects; conducts new employee orientation and assists in evaluating employee work performance; recommends personnel actions;
6. Conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen;
7. Assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
8. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs;
9. Assists in total quality management process improvements and customer satisfaction; surveys work areas for environmental, safety, and health conditions to assure compliance with Company policies;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Plumber/Refrigeration Mechanic General Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking in office/shop on concrete surface or outdoors for distances of one-quarter to one-half mile;
2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional lifting/carrying 10 to 50-pound parts/tools/equipment a distance of up to 50 feet;
4. Occasional pushing/pulling doors/drawers;
5. Occasional climbing on ladders/scaffolding while inspecting/evaluating project or craft workers;
6. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/evaluating installations/repairs;
8. Frequent use of both hands/arms grasping/gripping/handling/fingering while performing administrative duties; may at times work with arms extended/overhead;
9. Constant use of sight while inspecting/evaluating/monitoring craft workers/project;
10. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;

Plumber/Refrigeration Mechanic General Foreman

9. **Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;**
10. **Must be able to read/write/speak English.**

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a shop environment 20 percent of the time and in the field 80 percent of the time, completely exposed to Nevada weather conditions.

Tools & Equipment Used: General office equipment, hand/power tools, jackhammer, cranes, forklift, welding equipment, and other equipment as needed. Safety equipment includes anti-C suits, coveralls, gloves, hard hat, safety shoes, safety glasses, and respirator.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a plumber or refrigeration mechanic or completion of a certified apprenticeship program with equivalent experience. When welding is required, must be currently qualified and be able to demonstrate continued proficiency in accordance with REECO's General Welding Standard WQ-1, as described in the REECO Welding Manual, Volume II. Previous experience as a foreman with the Company is desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. May be required to be qualified/fitted for respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Quality Control Inspector (Maintenance)

JOB CODE : 036503

DATE PREPARED : July 23, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent is responsible for inspection of light-duty vehicles entering and leaving the Fleet Operations shop system.

DIMENSIONS

The incumbent reports to an inspector/repairman welder foreman, general foreman, or salaried supervisor and has no supervisory responsibilities.

NATURE AND SCOPE

1. Provides incoming/outgoing inspection of light-duty vehicles entering/leaving the Fleet Operations shop system; fills out correct forms and documentation;
2. Provides leadership by assuring the safety and quality of vehicle repair workmanship; adheres to relevant safety codes and quality assurance procedures and directives;
3. Provides primary customer service interface with users delivering equipment to Fleet Operations Light-Duty Shops in a courteous and efficient manner; provides incoming technical inspection to fleet specifications of new vehicles/equipment purchased;
4. Provides incoming inspection of remanufactured/reconditioned vehicle components and equipment according to Fleet specifications and industry quality standards;
5. Provides inspection of excess vehicles/equipment by performing Vehicle Technical Inspections or Limited Technical Inspections to determine scrap/salvage value;
6. Assists in providing written estimates of costs and materials to repair damaged equipment of all types;
7. Provides weekly report to supervision of significant activities, including summaries of all inspections and tests performed;
8. Provides primary customer service interface in a courteous/efficient manner with users delivering equipment to Fleet Operations Light-Duty Shops;
9. Provides input to supervision regarding warrantable or chronic problems concerning specific equipment and general problems affecting the cost/quality of work done in Light-Duty Shops;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

Quality Control Inspector (Maintenance)

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking short distances throughout work shift indoors/outdoors on all types of surfaces for up to one mile per shift;
2. Frequent sitting while performing administrative duties of position including inspection, paperwork, written estimates, reviewing time cards and reports, and entering data into computer;
3. Occasional lifting/carrying 1 to 15 pounds of paperwork, materials, and hand tools;
4. Occasional pushing/pulling using one/both hands/arms exerting a force up to 35 pounds while lifting hoods;
5. Frequent bending/twisting at knees/waist/neck while inspecting vehicles;
6. May include kneeling/crouching while inspecting vehicles;
7. Constant use of both hands/arms reaching/handling/grasping/gripping while completing paperwork, operating computer, driving vehicle, and opening doors;
8. Constant use of sight abilities with visual in near- and mid-range for inspecting vehicles and completing paperwork; constant use of hearing abilities while communicating with coworkers/vendors/users;
9. Constant use of speech ability communicating with coworkers/vendors/users;
10. May be required to work in awkward position (i.e., underneath vehicle) while inspecting or performing vehicle tests.

Mental

1. Good verbal communication skills are necessary for routine exchanges of information among coworkers/supervisors;
2. Must be able to read/write/speak English to complete logs and record data;
3. Must have good reading skills to understand basic manuals, technical information, and Material Safety Data Sheet guidelines;
4. Must have basic mathematical skills for estimating repair work on vehicles;
5. Frequent attention to detail is required while completing detailed inspection reports;
6. Must have good reasoning skills in determining worth, evaluating, problem-solving, and estimating necessary repairs;
7. Must be able to deal with the pressure of multiple tasks and time constraints;
8. Must be capable of arriving at independent decisions and making judgements based on limited information;
9. Must be capable of researching chronic problems, evaluating data, and assisting supervisor in arriving at decisions regarding quality issues in vehicles.

Quality Control Inspector (Maintenance)

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in climate-controlled environment and outdoors exposed to all types of weather.

Tools & Equipment Used: Hand tools, flashlight, various types of vehicles, general office equipment, computer, calculator, and telephone; safety equipment such as hard hat, safety glasses, steel-toed safety shoes, eye/ear protection, seat belt while operating vehicle, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Requires one year of experience in vehicle repair and maintenance; also requires completion of a recognized apprenticeship program or five years of total working experience in vehicle maintenance repair.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required. Must be able to pass visual acuity examination.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Road Sprinkler Fitter

JOB CODE : 031303

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent lays out, fabricates, assembles, installs, and maintains piping and piping systems, equipment for water systems, and sprinkling on the basis of knowledge of system operation and the study of building plans or working drawings.

DIMENSIONS

The incumbent reports to a craft foreman, general foreman, or salaried supervisor and has no supervisory responsibilities.

NATURE AND SCOPE

1. Performs work in accordance with drawings, sketches, specifications, codes, and standards (any required welding will be performed by a certified welder from another craft). Performs all duties in compliance with Company environment, safety, and health requirements;
2. Selects type and size of pipe and related materials according to job specifications and pursuant to codes; inspects work sites to determine presence of obstructions and determine locations for needed holes; plans sequence of installation to avoid obstructions and activities of other craft workers;
3. Assembles, installs, and repairs a variety of metal and nonmetal pipe and pipe fittings, including those made of brass, copper, glass, and plastic; joins piping by means of threaded, caulked, wipe soldered, brazed joints, or grooved couplings;
4. Performs inspections and maintenance of fire hydrants and sprinkler systems per National Fire Protection Agency (NFPA) codes;
5. Tests piping system for leaks by increasing pressure in pipes and observing gauges attached to pipes for indication of leaks;
6. Lays out reference points for installation of structural and functional components using tape, plumb bob, levels, squares, and individual lasers;
7. Uses oils, greases, and solvents to maintain and clean piping; cuts asbestos containing pipe and insulation, requiring employee to wear an air-purifying respirator;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking on all types of terrain indoors/outdoors up to two to three miles per shift, depending upon assignment;

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i></p>

Road Sprinkler Fitter

2. Occasional sitting while performing administrative duties and reviewing plans and some bench work tasks;
3. Frequent carrying 10 to 50 pounds of materials/parts/supplies; assistive devices available for lifting/carrying up to 100 pounds;
4. Frequent pushing/pulling while fabricating/installing piping systems using one or both hands/arms, exerting a force up to 50 pounds;
5. Occasional-to-frequent climbing stairs and stepladders to reach attic areas for building sprinkling systems, typically three to eight feet;
6. Frequent bending/twisting at waist/knees/neck while fabricating/installing/inspecting piping and sprinkling systems;
7. Frequent kneeling/crouching while installing/inspecting ground level piping systems or working in attic areas; may be required to work in awkward positions for extended periods of time;
8. Constant use of both hands/arms in reaching/handling/grasping/gripping/fingering while fabricating/installing piping systems; can involve repetitive motions with use of hand/power tools;
9. Constant use of sight abilities including hand/eye coordination and visual acuity at near- and mid-range;
10. Constant use of speech/hearing abilities necessary to communicate with coworkers/supervisors/customers.

Mental

1. Frequent attention to detail while performing exacting work in fabrication/installation/testing piping systems;
2. Must be able to read/write/speak English;
3. Must be able to perform basic mathematical calculations;
4. Must have good verbal and written communication skills in coordinating with Fire Department while inspecting fire/water systems;
5. Must have good reading skills to understand technical information, NFPA codes, Material Safety Data Sheet guidelines, blueprints, and schematics.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in non climate-controlled shop area, outdoors with exposure to extremes of heat/cold, or in attic crawl spaces while inspecting/repairing/installing sprinkler systems.

Tools & Equipment Used: Hand/power tools, testing equipment, pipe, cutting torch, chisel, pipe cutters, soldering torch, solder, and other equipment as needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Requires four years of experience as a Road Sprinkler Fitter or completion of a recognized apprenticeship program.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Second Cook

JOB CODE : 030402, 030461

DATE PREPARED : May 25, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directs the activities of kitchen production, service, and procedures, pantry personnel to prepare and serve menu items.

DIMENSIONS

The incumbent reports to the Chef or Food Services Supervisor and directs the activities of dinner and fry cooks, pantry personnel, and head service attendants as assigned.

NATURE AND SCOPE

1. Instructs and assists in preparation of menu items; ensures consistency quality of food items by overseeing proper use of recipes;
2. Ensures that all menu items and personnel are at assigned stations for meal periods; ensures that all personnel follow established sanitation procedures;
3. Assists Chef in pre-determining proper set-up of menu items and proper tools to be utilized in service lines;
4. Responsible for sanitation of kitchen and service areas; ensures that all personnel follow a "clean as you go" working environment;
5. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment;
6. Observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked;
7. Ensures that all line food items meet with proper requirements and standards prior to serving;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies up to 25 lbs.; occasional lifting up to 50 lbs. loaded trays/supplies;
3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc. exerting force of 5 to 30 lbs.;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Second Cook

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near/mid range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to recipes and standards, ensuring that all sanitation procedures are followed, and in maintaining a safe work environment;
2. Must be able to provide leadership and training to all kitchen and line personnel to ensure completion of all functions in a timely, high quality, and professional manner;
3. Must be able to organize and delegate work to ensure that all functions are completed within established time frames;
4. Must possess basic mathematical skills and be able to read/write/speak English, read instructions, rules, etc.;
5. Must be able to problem solve, and possess good interpersonal skills in working with subordinates/supervisors.
6. Must be able to learn and understand recipes, menus, sanitation regulations/procedures, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, chemical/cleaning solutions, assorted kitchen utensils/equipment. Safety equipment includes safety glasses/shoes, eye/hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

Six years of experience in cooking classification; must include two years of sous chef, second cook, or saucier. Time spent in these classifications, in attaining accredited certification, can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording, "accredited certification," as used above, is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Service Attendant

JOB CODE : 030424, 030478

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent performs a combination of duties to maintain high standard of cleanliness throughout the food service area; assists the Head Service Attendants - Hot/Cold Line as needed.

DIMENSIONS

The incumbent reports to a Kitchen Steward or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs a variety of ongoing cleanup activities including emptying trash, mopping, cleaning spills, and overall wiping down of all surfaces;
2. Replenishes supply of clean linens, silverware, glassware and dishes in dining room.
3. Assists Head Service Attendant - Hot/Cold Line in setting up/keeping cold serving lines and refrigerator reach-ins and keeping them neat/replenished throughout meal periods; breaks down cold lines at end of meal periods;
4. Prepares serving line items for display/serving (i.e., cutting pies/cakes/pastries, dishing up fruit, arranging milk/juice containers, etc.); ensures proper serving methods and portion sizes;
5. Follows proper sanitation standards, maintaining a "clean-as-you-go" environment; wears proper sanitation attire including whites/apron/hair net; if required, wears cap/gloves;
6. Cleans and polishes glass shelves and doors of service bars and equipment such as coffee urns and cream and milk dispensers.
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying dishes/trays/supplies up to 25 pounds; occasional lifting up to 50 pounds;
3. Frequent pushing/pulling using both hands/arms sliding dishes on tables/trays, opening doors, and polishing fixtures, exerting force of 10 to 20 pounds;
4. Frequent bending/twisting at waist/knees/neck while picking up items from floors, stocking, cleaning, etc.;
5. Occasional kneeling/crouching;

Service Attendant

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while setting up serving lines, cleaning, stocking supplies, etc.;
7. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include hand/eye coordination and visual acuity in near- and mid-range;
8. Constant use of hearing/speech abilities in communicating with food servers, customers, coworkers, and supervisors.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring all duties are performed according to procedures, as well as maintaining a safe/clean work environment;
2. Must be able to read/write/speak English; must possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service cafeteria.

Tools & Equipment Used: Serving trays, carts, dishes, glasses, and cleaning solutions/supplies.

REQUIRED TRAINING AND WORK EXPERIENCE

No experience required.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Service Station Attendant

JOB CODE : 037109

DATE PREPARED : July 27, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent dispenses and maintains records of fuel and lubricants used for motorized vehicles. Performs basic vehicle service and diagnoses.

DIMENSIONS

The incumbent reports to the shop foreman or salaried supervisor and has no supervisory responsibilities.

NATURE AND SCOPE

1. Must be able to greet customers in courteous, professional manner;
2. Pumps fuel and records quantities used and vehicle mileage;
3. Checks vehicles for proper fluid levels; replenishes as required; records amount dispensed;
4. Checks basic running apparatus such as lights, tires, and windshields wipers;
5. Dispenses propane for Motorman-Oilfield, forklifts, and RV bottles;
6. Handles money; makes proper change to customer for purchase of fuel;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking outdoors on uneven, asphalt terrain for one-half to one mile per shift;
2. Occasional lifting/carrying up to 10 to 35 pounds of hoods/supplies, etc.;
3. Frequent pushing/pulling using both hands/arms exerting of force 20 to 35 pounds while opening loads, wrenching, etc.;
4. Frequent bending/twisting at knees/waist/neck while checking fluids under vehicle hoods, etc.;
5. Occasional kneeling/crouching while checking/servicing vehicles;
6. Frequent use of both hands/arms while reaching/grasping/gripping while performing duties;
7. Constant use of sight abilities in near- and mid-range of visual acuity; hand/eye coordination necessary in performance of duties;

Service Station Attendant

8. Constant use of speech abilities communicating with customers and while performing vendor services.

Mental

1. Good verbal communication skills necessary in routine exchanges of information with coworkers/supervisors;
2. Must have good written communication skills in order to complete logs accurately;
3. Must be able to read/write/speak English; must possess basic mathematical skills;
4. Concentration, alertness, and attention to detail are necessary in monitoring routine processes;
5. Good reasoning skills are necessary in applying established procedures in a professional and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in the equipment yard, sometimes under shelter, exposed to typical Nevada weather conditions.

Tools & Equipment Used: Hand/power tools and pneumatic tools; safety equipment such as hard hat, safety glasses, steel-toed safety shoes/gloves, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

None.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Sheetmetal Foreman

JOB CODE : 032002, 037002

DATE PREPARED : July 22, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises other Sheetmetal Workers in the layout, cutting to size, bending or shaping, soldering, brazing, riveting, or crimping of sheetmetal such as copper, steel, aluminum, etc., to fabricate or repair sheetmetal items.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftspeople.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to assigned craft team; may perform same duties as craftspeople being supervised;
2. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
3. Interprets specifications, drawings, and job orders as needed for area of supervision; tracks materials inventory and maintains required records; assigns priorities; and inspects and evaluates the work of employees being supervised;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent-to-constant standing/walking throughout shift on all types of surfaces, uneven terrain, in shop and outdoors; short distances up to one to two miles/shift, depending on assignment;

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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Sheetmetal Foreman

2. Occasional sitting while performing shop tasks or administrative duties;
4. Frequent lifting/carrying tools, equipment, materials, and metal stock, 1 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of heavy metal stock, welding cylinders, etc.;
5. Frequent pushing/pulling using both hands/arms while performing installation, fabrication, assembly, and construction, working with heavier materials, exerting up to 75 pounds of force;
6. Frequent climbing/balancing on stairs, ladders, and scaffolding while performing maintenance and construction on roofs or ductwork;
7. Frequent-to-constant bending/twisting at waist/knees/neck throughout shift while performing fabrication and installation;
8. Frequent kneeling/crouching/crawling, depending on task assigned, while performing duties at or near ground level; frequent working in awkward positions and cramped spaces;
9. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using tools and equipment to assemble, fabricate, and shape metal parts/structures; extended overhead reaching while working with tools may be required, depending on assignment;
10. Constant use of sight abilities while operating equipment and tools and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range;
11. Frequent use of speech/hearing abilities in communicating with coworkers, customers, and supervisors; constant use of hearing abilities while working around equipment to maintain safe work environment.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that fabrication and assembly of sheetmetal parts and structures are performed according to specifications and in maintaining a safe work environment;
2. Must be able to plan/organize work in order to complete all assignments in a timely manner;
3. Must be able to use independent judgement and problem-solving skills to determine materials/parts/equipment requirements and resolve problems;
4. Must possess good mechanical aptitude, spatial reasoning abilities, and ability to apply knowledge and experience to current situation in order to develop procedures and determine best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read and understand technical information, manuals, Material Safety Data Sheets, work orders, blueprints, and diagrams;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess good interpersonal and oral/written communication skills in order to deal with all levels of personnel in an effective and professional manner and to complete required paperwork accurately;

Sheetmetal Foreman

9. Must possess good supervisory/leadership skills in order to provide guidance and training to assigned personnel in an effective and positive manner;
10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed indoors in sheetmetal working shop or outdoors under all types of conditions including elevations up to 6,700 feet, underground in tunnels or mines, on drilling rigs, at heights, etc.

Tools & Equipment Used: Forklift, crane, hoist, hand and power tools, welding equipment, all types of sheetmetal measuring and testing equipment, power brakes, shears, cutting/forming tools, bending rollers, notchers, punch and drill presses, jigs, anvil, blocks, and hammers; safety equipment including gloves, hard hat, safety shoes, apron, rain gear, safety glasses, hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of actual experience as a sheetmetal worker or completion of a recognized apprenticeship program. Previous supervisory experience or assignment as a lead person desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. May be required to be fitted with respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Sheetmetal General Foreman

JOB CODE : 032001, 037001

DATE PREPARED : July 22, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises other Sheetmetal Foremen and Sheetmetal Workers in the layout, cutting to size, bending or shaping, soldering, brazing, riveting, or crimping of sheetmetal such as copper, steel, aluminum, etc., to fabricate or repair sheetmetal items to ensure project completion in an efficient and timely manner.

DIMENSIONS

The incumbent reports directly to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls assigned craft teams through subordinate foremen to accomplish Company goals and objectives;
2. Makes recommendations on materials, parts, and equipment; assists in determining personnel assignments to work locations; and assists in scheduling work flow to maximize productivity;
3. Assists in formulating procedures and policies necessary for the efficient operation of the section; answers technical questions regarding craft operations;
4. Directs and verifies work order usage with work requests to prevent any overcharging; checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
5. Reviews craft cards to authenticate qualifications of craft workers committed to projects; conducts new employee orientation and assists in evaluating employee work performance; recommends personnel actions;
6. Conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen;
7. Assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
8. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs;
9. Assists in total quality management process improvements and customer satisfaction; surveys work areas for environmental, safety, and health conditions to assure compliance with Company policies;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Sheetmetal General Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking in office/shop on concrete surface or outdoors for distances of one-quarter to one-half mile;
2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional lifting/carrying 10 to 50 pounds of parts/tools/equipment for a distance of up to 50 feet;
4. Occasional pushing/pulling doors/drawers;
5. Occasional climbing on ladders/scaffolding while inspecting/evaluating project or craft workers;
6. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/evaluating installations/repairs;
8. Frequent use of both hands/arms grasping/gripping/handling/fingering while performing administrative duties; may at times work with arms extended/overhead;
9. Constant use of sight while inspecting/evaluating/monitoring craft workers/project;
10. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that fabrication and assembly of sheetmetal parts and structures is performed in compliance with all specifications and regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge and experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures and policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read and understand technical information, manuals, policies, procedures, Material Safety Data Sheets, work orders, blueprints, and diagrams;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all levels of personnel in an effective and professional manner and to review and complete required paperwork accurately;

Sheetmetal General Foreman

9. Must possess excellent supervisory/leadership skills in order to provide guidance and training to assigned personnel in an effective and positive manner;
10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in office or sheetmetal working shop and outdoors under all types of conditions including elevations up to 6,000 feet, underground in tunnels or mines, on drilling rigs, etc.

Tools & Equipment Used: Forklift, crane, hoist, hand and power tools, welding equipment, all types of sheetmetal measuring and testing equipment, power brakes, shears, cutting/forming tools, bending rollers, notchers, punch and drill presses, jigs, anvil, blocks, and hammers; safety equipment including gloves, hard hat, safety shoes, apron, rain gear, safety glasses, hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of actual experience as a sheetmetal worker or completion of a recognized apprenticeship program. Some supervisory experience is desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. May be required to be fitted with respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Sheetmetal Worker

JOB CODE : 032003, 037003

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent fabricates, assembles, installs, and repairs sheetmetal products and equipment on the basis of knowledge of system operation and study of building plans or working drawings; may work with aluminum, galvanized steel, stainless steel, or other sheetmetal stock.

DIMENSIONS

The incumbent reports to a Sheetmetal Foreman or general foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Fabricates, assembles, installs, and repairs sheetmetal products and equipment such as control boxes, drainpipes, and heat and ventilation ducts (HVAC systems) according to plans and specifications;
2. Performs work in accordance with drawings, sketches, specifications, codes and standards; installs assemblies at work sites according to blueprint specifications using measuring instruments such as calipers, scales, and micrometers;
3. Selects gauge and type of sheetmetal and lays out and marks dimension and reference lines on sheetmetal;
4. Sets up and operates fabricating machines such as shears, brakes, bending rolls, and punch and drill presses to cut, bend, and straighten sheetmetal; may use preset jigs for cutting metal; shapes metal on anvil, blocks, or forms using hammer or other sheetmetal tools;
5. Screws, rivets, bolts, crimps, or lock-forms metal parts together and assembles same using power tools and hand tools;
6. Sometimes cuts and installs sheets of stainless steel metal on interior walls and installs siding and roofing on metal buildings;
7. Assembles metal structures (desks, shelves, or lockers) according to plans and specifications;
8. Occasionally performs light welding and asbestos abatement projects;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking throughout shift on all types of surfaces, uneven terrain, in shop and outdoors for short distances up to one to two miles/shift, depending on assignment;
2. Occasional sitting while performing shop tasks or administrative duties;

Sheetmetal Worker

3. Frequent lifting/carrying tools, equipment, materials, and metal stock, 1 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds of heavy metal stock, welding cylinders, etc.;
4. Frequent pushing/pulling using both hands/arms while performing installation, fabrication, assembly, and construction and working with heavier materials, exerting up to 75 pounds of force;
5. Frequent climbing/balancing on stairs, ladders, and scaffolding while performing maintenance and construction on roofs or ductwork;
6. Frequent-to-constant bending/twisting at waist/knees/neck throughout shift while performing fabrication and installation;
7. Frequent kneeling/crouching/crawling, depending on task assigned, while performing duties at or near ground level; frequent working in awkward positions and cramped spaces;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using tools and equipment to assemble, fabricate, and shape metal parts/structures; extended overhead reaching while working with tools may be required, depending on assignment;
9. Constant use of sight abilities while operating equipment and tools and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range;
10. Frequent use of speech/hearing abilities in communicating with coworkers, customers, and supervisors; constant use of hearing abilities while working around equipment to maintain safe work environment;
11. May be required to work in awkward positions and/or confined spaces, depending on project.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in fabricating and assembling sheetmetal parts and structures according to specifications and in maintaining a safe work environment;
2. Must be able to plan/organize work, problem-solve, and work independently without constant supervision in order to complete all assignments in a timely manner;
3. Must possess good mechanical aptitude and spatial reasoning abilities in order to develop procedures/determine best method to accomplish desired results;
4. Must possess good mathematical skills including fractions, decimals, basic algebra, and trigonometry in order to make necessary calculations;
5. Must be able to read and understand technical information, manuals, Material Safety Data Sheets, work orders, blueprints, and diagrams;
6. Must be able to deal with pressure of multiple priorities, frequent interruptions, required deadlines, and time constraints;
7. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed indoors in sheetmetal working shop or outdoors under all types of conditions including elevations up to 6,700 feet, underground in tunnels or mines, and at heights such as drilling rigs and other structures. At times, this position requires work around sound levels in excess of 80 dBa, moving machinery, and damp, dusty environments.

Sheetmetal Worker

Tools & Equipment Used: Forklift, crane, hoist, hand and power tools, welding equipment, all types of sheetmetal measuring and testing equipment, power brakes, shears, cutting/forming tools, bending rollers, notchers, punch and drill presses, jigs, anvil, blocks, and hammers; safety equipment including gloves, hard hat, safety shoes, apron, rain gear, safety glasses, hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a sheetmetal worker or completion of a recognized apprenticeship program.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. May be required to be fitted with respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Shifter

JOB CODE : 032204

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises mining crews in addition to proficiently performing the duties of a miner.

DIMENSIONS

The incumbent reports to an exempt supervisor and supervises mining crews.

NATURE AND SCOPE

1. Coordinates mining, construction, and support of experimenters. Responsible for underground and surface personnel. Performs all duties in compliance with Company environment, safety, and health requirements;
2. Supports sundry crafts underground;
3. Receives direction from management; consults with the survey party chief;
4. Orders stock supplies, disposes equipment, and schedules transport;
5. Assures equipment is maintained and repaired;
6. Conducts safety meetings, evaluates safety performance, assures a safe workplace with a salutary environment, consults radiation monitors if necessary, and assures that protective gear is adequate;
7. Provides an advancement/production tally;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking in underground tunnels on uneven terrain throughout work shift, up to two to three miles per shift depending upon work location;
2. Frequent lifting/carrying tools/equipment/supplies up to 25 to 50 pounds; assistive devices available for lifting/carrying up to 100 pounds;
3. Constant pushing/pulling using both hands/arms exerting a force between 10 and 75 pounds moving/operating heavy equipment;
4. Occasional climbing ladders downshaft to work area or climbing on equipment/scaffolding;
5. Constant bending/twisting at waist/knees/neck and working in awkward position throughout work shift.

Shifter

6. Occasional kneeling/crouching/crawling throughout work shift may be required;
7. Constant use of both hands/arms reaching/grasping/gripping while utilizing hand/power tools/equipment; worker subject to vibration from use of sinking hammer, jackhammers, and power tools/equipment;
8. Constant use of sight required; excellent hand/eye/foot coordination is necessary in use of power tools; depth perception and peripheral vision are required to maintain safe work environment; visual acuity in near-, mid-, and far-range is required to perform job duties safely/accurately;
9. Constant use of speech/hearing abilities communicating with coworkers/supervisors and maintaining a safe work environment;
10. Frequent working in awkward positions and confined work spaces; working with arms extended overhead for prolonged periods of time; occasional jumping may be required.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;
9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;
10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed underground in tunnels/downshafts.

Shifter

Tools & Equipment Used: Hand/power tools, two-way radio, drill jumbos, jacklegs, tunnel boring machines, Alpine Miners, jackhammers, spaders, sinking hammers, wire mesh, shotcrete equipment, pumping equipment, conveyors, hoses, and other equipment as needed. Safety equipment includes hard hat, flashlight, emergency air pack, safety glasses, safety belt, steel-toed safety shoes, eye/hearing protection, and respirator.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of underground mining experience is required. Some supervisory experience is desirable. Equivalent experience will be accepted in underground supervision of drilling/mucking/blasting/timbering classification.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualified for a respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Stockroom Clerk

JOB CODE : 032118, 037118

DATE PREPARED : July 6, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent performs general warehousing duties involving receiving, issuing, storing, and material handling of equipment parts including gasoline, diesel, and other petroleum oil lubricant products. Material handling includes the operation of forklift trucks and hand trucks. Material is to be handled in accordance with all federal/state regulations and REECo procedures.

DIMENSIONS

The incumbent reports to a foreman or an exempt supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs issuing activities through an automated issuing program; issues equipment parts over the counter and enters appropriate information into computer terminal for subsequent processing;
2. Accepts material for visual receiving inspections; attaches appropriate labels;
3. Stocks/arranges materials in predetermined location throughout warehouse and adjacent compounds;
4. Maintains current awareness of automotive parts manuals including light- and heavy-duty parts and supplies;
5. Controls hazardous materials in accordance with specific regulations for storage/handling/shipping;
6. Operates pneumatic and rubber-tired forklift for material handling in warehouse and compounds;
7. Performs lifting or material handling duties associated with job;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent-to-constant standing/walking on concrete floors up to two to three miles during shift;
2. Frequent prolonged sitting at computer terminal performing data entry or operating forklift;
3. Frequent lifting 10 to 25 pounds; occasionally must be able to lift/carry 50 to 75 pounds of parts/materials/supplies for short distances during shift;
4. Constant pushing/pulling exerting a force of up to 35 to 50 pounds while issuing parts/materials/supplies;
5. Frequent climbing stairs, stepladders, and rolling platform ladders while performing job duties;

Stockroom Clerk

6. Frequent bending/twisting at waist/neck while driving forklift, moving materials, or working at desk;
7. Constant use of both hands/arms while driving forklift, keyboarding, or issuing materials/parts/supplies;
8. Constant use of sight/hearing abilities communicating with coworkers/supervisors/customers or while driving forklift; must possess good color and depth perception, peripheral vision, hand/eye coordination, and near-, mid-, and far-range of visual acuity to perform job duties safely/effectively;
9. Must possess good speech abilities in order to communicate with coworkers/supervisors/customers.

Mental

1. Must be able to read/write/speak English in order to perform routine exchanges of information and to read schematics/drawings, manuals, complete logs, fill out forms, and record data;
2. Constant mental alertness and attention to detail while operating forklift in high traffic areas or working in tight, close spaces;
3. Must possess basic mathematical skills;
4. Must be able to problem-solve to advise mechanics/customers/vendors which replacement parts are necessary;
5. Possess good visualization/spatial reasoning aptitude in operating forklift;
6. Basic mathematical skills are required.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed inside in warehouse or office environment and outdoors with exposure to all types of weather. Operates forklift in warehouse setting.

Tools & Equipment Used: Computer, telephone, general office equipment, forklift, and material handling equipment (i.e., hand truck, carts, dollies, scissor truck, barrel jack, and safe-moving equipment); safety equipment such as hard hat, safety glasses, back belt, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires three years of experience in a parts warehouse or a stockroom, legible handwriting, and some experience with Original Equipment Manufacturers' and/or jobbers' catalogs. Incumbents should have experience with construction equipment, drilling materials, or light and heavy vehicles. Warehouse activity requires extensive use of computer terminals.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license is required. The incumbent is required to take a Department Original Equipment Material Test, obtain a 70 percent or better on the exam, and will be required to be certified as a forklift driver in accordance with REECo Safety Code H-23 and to attend REECo Hazardous Material Basic Course and obtain a 70 percent or better on exam.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Stockroom Clerk Foreman

JOB CODE : 032117, 03717

DATE PREPARED : August 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises one to ten stock room clerks, forklift drivers, or warehouse clerks and performs timekeeping duties; assists supervision with safety meetings and inspections; performs general warehousing duties involving receiving, issuing, storing, and material handling of equipment parts including gasoline, diesel, and other petroleum oil lubricant products. Material handling includes the operation of forklift truck and hand truck. Warehouse activity requires extensive use of computer terminals. Material is to be handled in accordance with all federal/state regulations and REECo procedures.

DIMENSIONS

The incumbent reports to an exempt supervisor and supervises one to ten stock room clerks, forklift drivers, or warehouse clerks.

NATURE AND SCOPE

1. Performs issuing activities through an automated issuing program; issues equipment parts over the counter and enters appropriate information into computer terminal for subsequent processing; may perform same duties as craftspeople being supervised;
2. Accepts material for visual receiving inspections; attaches appropriate labels;
3. Stocks/arranges materials in predetermined location throughout warehouse and adjacent compounds;
4. Maintains current awareness of automotive parts manuals including light- and heavy-duty parts and supplies;
5. Controls hazardous materials in accordance with specific regulations for storage/handling/shipping;
6. Operates pneumatic and rubber-tired forklift for material handling in warehouse and compounds;
7. Performs lifting or material handling duties associated with job; performs related work as required;
8. Maintains timekeeping records and proper documentation of weekly timecards;
9. Assigns work to personnel under his/her supervision;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent-to-constant standing/walking on concrete floors up to two to three miles during shift;

Stockroom Clerk Foreman

2. Frequent prolonged sitting at computer terminal performing data entry or operating forklift;
3. Frequent lifting 10 to 25 pounds; occasionally must be able to lift/carry 50 to 75-pound parts/materials/supplies for short distances during shift;
4. Constant pushing/pulling exerting a force of up to 35 to 50 pounds while issuing parts/materials/supplies;
5. Frequent climbing stairs, stepladders, and rolling platform ladders while performing job duties;
6. Frequent bending/twisting at waist/neck while driving forklift, moving materials, or working at desk;
7. Constant use of both hands/arms while driving forklift, keyboarding, or issuing materials/parts/supplies;
8. Constant use of sight/hearing abilities communicating with coworkers/supervisors/customers or while driving forklift; must possess good color and depth perception, peripheral vision, hand/eye coordination, and near-, mid-, and far-range of visual acuity to perform job duties safely/effectively;
9. Must possess good speech abilities in order to communicate with coworkers/supervisors/customers.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization/planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed inside in warehouse or office environment and outdoors with exposure to all types of weather. Operates forklift in warehouse setting.

Tools & Equipment Used: Computer, telephone, general office equipment, forklift, and material handling equipment (i.e., hand truck, carts, dollies, scissor truck, barrel jack, and safe-moving equipment); safety equipment such as hard hat, safety glasses, back belt, steel-toed safety shoes, and other equipment when needed.

Stockroom Clerk Foreman

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires two years of experience in a parts warehouse or a stockroom, legible handwriting, and some experience with Original Equipment Manufacturers' (OEM) and/or jobbers' catalogs. Incumbents should have experience with construction equipment, drilling materials, or light and heavy vehicles. Experience in stock room or warehouse supervision is desirable.

OTHER SPECIAL QUALIFICATIONS

The incumbent is required to take a Department OEM Catalog Test and obtain a 70 percent or better on the exam, must be certified as a forklift driver in accordance with REECo Safety Code H-23, and is also required to attend REECo Hazardous Material Basic Course and obtain a 70 percent on the exam. Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Storekeeper

JOB CODE : 030407, 030466

DATE PREPARED : May 25, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent maintains an adequate supply of food and dry goods items necessary for menu requirements and daily cafeteria operation.

DIMENSIONS

The incumbent reports to a Chef or Food Services Supervisor and may direct the activities of Assistant Store Keeper.

NATURE AND SCOPE

1. Ensures that all perishable items are dated and properly rotated;
2. Ensures that all food orders are checked against order sheet and are correct before shipping;
3. Ensures that all items received from warehouse are of the proper stock numbers ordered and meet with specifications;
4. Responsible for proper sanitation of dry storage area and refrigerator/freezers;
5. Inventories all storeroom items as required;
6. Receives orders from areas;
7. Ensures that C-P order is complete and on the truck within established time frame;
8. Ensures that all special function orders are delivered as requested;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking short distances in kitchen/storage areas;
2. Occasional sitting at desk while completing paperwork;
3. Constant lifting/carrying food and dry goods items, 10 to 50 pounds;
4. Frequent pushing/pulling using both hands/arms requiring force up to 50 pounds while moving boxes and bags of food/dry goods and opening refrigerators and freezers;

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i></p>

Storekeeper

5. Occasional climbing step stool to reach upper shelves;
6. Frequent bending/twisting at waist/knees/neck while stocking, inventorying, and moving food supplies;
7. Occasional kneeling/crouching to reach lower shelf areas;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while performing duties; overhead reaching required;
9. Constant use of sight abilities in ordering, stocking, inventorying, and determining quality and freshness of food and dry goods; visual requirements include color vision, depth perception, and visual acuity in near- and mid-range;
10. Frequent use of speech/hearing abilities in communicating with suppliers, cooks, pantry personnel, coworkers, and supervisors;
11. Frequent use of sense of smell in determining quality and freshness of food items.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that supply of food and dry goods is adequate and fresh and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, read instructions, rules, etc.;
4. Must be able to deal with pressure of heavy work load;
5. Must be able to direct activities and provide guidance to Assistant Store Keeper, if required.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in food storage and kitchen areas.

Tools & Equipment Used: Food and dry goods items, refrigerators, freezers, food/material handling equipment, computer, and general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as storekeeper, exchange attendant, assistant storekeeper, or head pantry; or three years of experience as head exchange attendant. Combination of kitchen work and warehouse work will be accepted. Inventory control experience required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Survey Party Chief

JOB CODE : 030903

DATE PREPARED : December 7, 1993

SUMMARY STATEMENT

The incumbent is responsible for organizing and directing the activities of the survey crew to ensure accurate collection of data for construction, map making, land elevation, mining, or other related purposes.

DIMENSIONS

The incumbent has remote impact on the operating budget. This position reports to the Survey Superintendent and has supervisory responsibility for a three-man survey crew.

NATURE AND SCOPE

1. Directs layout work for civil earthwork, structures, tunnel alignment/grades, and underground facilities as shown on the construction drawings;
2. Determines the exact location and measurements of points, elevations, lines, areas, and contours on the earth's surface;
3. Produces the information needed to conduct a survey from notes, maps, deeds, or other records;
4. Performs survey work for horizontal and vertical control throughout the jobsite;
5. Maintains survey notes in accordance with the required work;
6. Schedules the work for completion in a timely manner;
7. Maintains lines of communications with job superintendents and engineers;
8. Maintains and tends to services required for survey equipment;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking while not operating machines on all types of terrain for short distances throughout work shift;
2. Frequent-to-constant sitting while operating various types of equipment and subject to bouncing/jarring/vibration depending upon type of terrain;
3. Occasional lifting/carrying 1 to 25 pounds of tools/equipment; assistive devices available for lifting/carrying up to 100-pound heavier items while assisting in changing of equipment attachments;

Survey Party Chief

4. Frequent pushing/pulling using both hands/arms while operating equipment using hand levers/steering wheels exerting a force up to 20 to 25 pounds;
5. Frequent climbing on/off equipment or up steps or stationary ladder;
6. Frequent bending/twisting at waist/knees/neck while operating equipment;
7. May occasionally kneel/crouch while inspecting or performing minor maintenance on equipment;
8. Constant use of both hands/arms while reaching/grasping/gripping/fingering while operating equipment;
9. Constant use of sight abilities including depth perception, peripheral vision, hand/eye/foot coordination, visual acuity in near-, mid-, and far-range while operating equipment;
10. Frequent use of speech abilities required in communicating with coworkers, maintaining radio contact, alerting workers working in/around moving equipment; constant use of hearing abilities in communicating with coworkers, monitoring equipment performance, and in giving/receiving instructions.

Mental

1. Constant mental alertness and attention to detail while operating equipment, often in hazardous areas and working around workers and/or other moving equipment;
2. Must be able to read/write/speak English; must possess basic mathematical skills;
3. Must have basic mechanical aptitude to identify equipment malfunctions and assist in equipment changes;
4. Must be able to work independently and perform all work that is assigned.

WORKING CONDITIONS AND EQUIPMENT USED

The incumbent frequently engages in survey activity in the field with exposure to adverse weather conditions and rugged terrain.

Tools & Equipment Used: Hand/power tools and various types of equipment including dozers, loaders, scrapers, and cranes. Safety equipment includes hard hat, safety glasses, steel-toed safety shoes/gloves, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

This position requires three years of verifiable survey experience as Instrumentman with total station instruments and electronic data collection, automatic levels, theodolites, transits, and global positioning system receivers.

OTHER SPECIAL QUALIFICATIONS

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Tireman

JOB CODE : 032122, 037122

DATE PREPARED : July 20, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent repairs and replaces all types of tires from passenger car to off-road heavy equipment. Performs lubrication service on all mobile equipment.

DIMENSIONS

The incumbent reports to the Tireman Foreman or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Dismounts, repairs/replaces, mounts and balances all sizes of tires; operates hydraulic tools, jacks, air tools, and miscellaneous hand tools;
2. Reads chart on wheels and lock rings to assure proper assembly;
3. Matches tires for proper height/size;
4. Performs lubrication of vehicles; checks/changes/records fluid levels;
5. Operates tire service truck and related equipment as required;
6. May perform duties of Service Station Attendant;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking in shop or outdoors on uneven terrain while performing field repairs;
2. Occasionally sitting while driving;
3. Frequent lifting/carrying 50 pounds; assistive devices available for lifting/carrying up to 75 pounds of tools and tires/rims;
4. Frequent pushing/pulling using both hands/arms exerting 35 to 50 pounds of force to move heavy equipment using large tools and while mounting/dismounting tires from vehicle and repair equipment;
5. Occasional climbing of stairs, stepping in/out of vehicles, and on/off trucks;
6. Frequent bending/twisting at knees/waist/neck while performing repairs, driving, and inspecting;
7. Frequent-to-constant kneeling/crouching while installing/repairing vehicles;

Tireman

8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while working on vehicles; overhead reaching may be required;
9. Constant use of sight abilities while operating equipment/driving; peripheral vision, hand/eye coordination, near-, mid-, and far-range of visual acuity required;
10. Constant use of speech/hearing abilities communicating with coworkers/supervisors and while performing customer/vender services;
11. May be required to work in awkward position while servicing vehicles and off-road heavy equipment.

Mental

1. Good verbal communication skills are required in routine exchanges of information with coworkers/supervisors/customers;
2. Must have good written communication skills for filling out basic forms, completing logs, and recording data;
3. Must be able to read/write/speak English and possess basic reading skills;
4. Constant concentration and alertness are necessary while operating tire repair equipment;
5. Must be able to apply established procedures and be capable of problem-solving;
6. Must be able to work quickly to perform emergency road repairs and work within time constraints.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in shop environment or outdoors in the field while performing emergency repairs.

Tools & Equipment Used: Crane, hoist, hand tools, power tools, air hose, pneumatic tools, valves, high-pressure equipment, boom truck, and lift gates; safety equipment includes hard hat, gloves, safety glasses, steel-toes safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as a Tireman servicing all types of vehicles from passenger cars to off-road heavy equipment is required.

OTHER SPECIAL QUALIFICATIONS

Valid Class "A" or "B" Commercial Driver's License may be required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Tireman Foreman

JOB CODE : 032121, 037121

DATE PREPARED : July 20, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises repair/replacement of tires by crew and other lube shop and service station operations. Reviews procedures and work in process.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, and reviews work; provides directions to the craft crew under supervision of this position; may perform same duties as craftspeople being supervised;
2. Establishes/adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
3. Tracks materials inventory and maintains required records, assigns priorities, and inspects/evaluates the work of employees being supervised;
4. Makes recommendations on materials, parts, and equipment; analyzes/resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
5. Analyzes tire problems regardless of size of tire; conveys information to proper person;
6. May study schedules and estimate work hour requirements for completion of job;
7. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies/procedures applicable to this work;
8. Performs same duties as Tireman;
9. Conducts weekly safety meetings to promote safety consciousness;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking in shop or outdoors on uneven terrain while performing field repairs;
2. Occasionally sitting while driving;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Tireman Foreman

3. Frequent lifting/carrying 50 pounds, assistive devices available for lifting/carrying up to 75 pounds of tools and tires/rims;
4. Frequent pushing/pulling using both hands/arms exerting 35 to 50 pounds of force to move heavy equipment using large tools and while mounting/dismounting tires from vehicle and repair equipment;
5. Occasional climbing of stairs, stepping in/out of vehicles, and on/off trucks;
6. Frequent bending/twisting at knees/waist/neck while performing repairs, driving, and inspecting;
7. Frequent-to-constant kneeling/crouching while installing/repairing vehicles;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while working on vehicles; overhead reaching may be required;
9. Constant use of sight abilities while operating equipment/driving; peripheral vision, hand/eye coordination, near-, mid-, and far-range of visual acuity required;
- 10 Constant use of speech/hearing abilities communicating with coworkers/supervisors and while performing customer/vender services;
11. May be required to work in awkward position while servicing vehicles and off-road heavy equipment.

Mental

1. Good verbal communication and interpersonal skills are required in routine exchanges of information and problem-solving with coworkers/supervisors/customers;
2. Must have good written communication skills for filling out basic forms, completing logs, and recording data;
3. Must be able to read/write/speak English and possess basic reading skills;
4. Must possess good mathematical skills;
5. Constant concentration and alertness are necessary while operating tire repair equipment;
6. Must be able to apply established procedures, develop new procedures, and be capable of problem-solving.
7. Must be able to work quickly to perform emergency road repairs and work within time constraints;
8. Must be able to provide crew leadership, make decisions, supervise/train others, discipline employees, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in shop environment or outdoors in the field while performing emergency repairs.

Tools & Equipment Used: Crane, hoist, hand tools, power tools, air hose, pneumatic tools, valves, high pressure equipment, boom truck, and lift gates; safety equipment includes hard hat, gloves, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Five years of experience as a Tireman, two of which have provided some supervisory experience with a crew.

Tireman Foreman

OTHER SPECIAL QUALIFICATIONS

Valid Class "A" Commercial Driver License may be required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Tireman General Foreman

JOB CODE : 03120, 037120

DATE PREPARED : July 27, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises and coordinates the work of the Mercury and Forward Area Tireman Foremen.

DIMENSIONS

The incumbent reports directly to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Adheres to plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals and objectives;
2. Diagnoses any type of tire problem regardless of nature; performs road tests for verification of repair;
3. Assists in formulating procedures/policies necessary for the efficient operation of the section; answers technical questions regarding craft operations;
4. Makes recommendations on materials, parts, and equipment; assists in determining personnel assignments to work locations and in scheduling work flow to maximize productivity;
5. Directs/verifies work order usage with work requests to prevent any overcharging and checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
6. Reviews craft cards to authenticate qualifications of craft workers committed to projects; conducts new employee orientation; assists in evaluating employee work performance; recommends personnel actions;
7. Conducts weekly safety meetings to promote safety consciousness; reviews safety meeting report forms from subordinate foremen;
8. Assures all vehicles/equipment being used meet safety regulations and that all Company policies/procedures are being followed;
9. Assists in preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs;
10. Surveys work areas for environment, safety, and health conditions to assure compliance with Company policies;
11. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
12. Performs related work as required.

Tireman General Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking short distances in shop or outdoors on uneven terrain while inspecting field repairs;
2. Frequently sitting while driving and performing administrative duties;
3. Occasional lifting/carrying 10 to 50 pounds of administrative paperwork, tools, and tires/rims while inspecting/instructing craft crew operations;
4. Occasional pushing/pulling using both hands/arms exerting 35 to 50 pounds of force on heavy equipment and large tools and while inspecting vehicle service and repair;
5. Occasional climbing of stairs, stepping in/out of vehicles, and on/off trucks;
6. Occasional bending/twisting at knees/waist/neck while inspecting repairs and while driving to make field inspections;
7. Occasional kneeling/crouching while inspecting installation/repair work on vehicles;
8. Frequent use of both hands/arms reaching/handling/grasping/gripping while performing administrative duties and inspecting work being done on vehicles;
9. Constant use of sight abilities while operating equipment/driving; peripheral vision, hand/eye coordination, and near-, mid-, and far-range of visual acuity required;
10. Constant use of speech/hearing abilities while directing and communicating with work crew and foremen.

Mental

1. Excellent verbal communication and interpersonal skills are required in routine exchanges of information with crew/foremen/customers;
2. Must have good written communication skills for filling out basic forms, completing logs, and recording data;
3. Must be able to read/understand technical data and read/write/speak English;
4. Must possess good mathematical skills;
5. Concentration and alertness are necessary for monitoring routine processes;
6. Must be able to apply established procedures, as well as develop new procedures; must have high level of problem-solving ability to coordinate projects, and employees and ensure high levels of safety compliance;
7. Must be able to perform work under pressure including emergency road repairs, multiple tasks, frequent interruptions, and meeting work schedules within time constraints;
8. Must be able to take leadership, work at multiple tasks, make decisions, supervise/train others, discipline employees, and assign projects/schedules.

Tireman General Foreman

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in office and shop environment or occasionally outdoors in the field.

Tools & Equipment Used: Basic office equipment; sometimes will use crane, hoist, hand tools, power tools, air hose, pneumatic tools, valves, high pressure equipment, boom truck, and lift gates; safety equipment includes hard hat, safety glasses, steel-toed safety shoes, and other equipment when needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as a Tireman and complete knowledge of wheel and tire charts is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license and a valid Class "A" Commercial Driver's License may be required. The incumbent must also demonstrate knowledge of tire book specifications. May be required to obtain "Q" clearance, depending upon work assignment.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Truck Crane Oiler

JOB CODE : 031511

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent drives and/or performs daily maintenance duties on diesel, LPG, or gasoline-powered, rubber-tired or track-driven cranes or backhoes and trenchers.

DIMENSIONS

The incumbent reports to an Operator Foreman or construction foreman or an exempt supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Drives various types and sizes of rubber-tired cranes;
2. Performs daily safety/maintenance checks; completes forms and check sheets;
3. Refuels, cleans, and lubricates all types of truck and crawler cranes, backhoes, and trenchers;
4. Sets stringline grade as required;
5. Assists operator while changing bucket, boom, or teeth;
6. Performs lifting or material handling duties associated with this job;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent standing/walking outdoors on dirt/concrete/asphalt on uneven terrain for short distances;
2. Frequent sitting while driving vehicle between equipment locations;
3. Frequent lifting/carrying up to 25-pound filters/lubricants; occasionally lifting/carrying 50 to 60 pounds;
4. Frequent pushing/pulling exerting force up to 35 to 50 pounds while pulling hoses or loosening/tightening bolts using large wrenches;
5. Frequent climbing up to 6 to 10 feet while climbing on/off equipment performing job duties;
6. Frequent bending/twisting at waist/knees/neck while servicing equipment/vehicles;
7. Frequent kneeling/crouching while servicing equipment/vehicles;

Truck Crane Oiler

8. Constant use of both hands/arms reaching/grasping/gripping while operating controls and servicing equipment/vehicles; occasional overhead reaching while underneath equipment/vehicles performing job duties;
9. Constant use of sight abilities with visual acuity at near- and mid-ranges and hand/eye/foot coordination while performing service on equipment/vehicles;
10. Frequent use of speech/hearing abilities while communicating with coworkers/supervisors, performing customer/vendor services, and in identifying malfunctions in equipment/vehicles;
11. May be required to work in awkward positions while performing job duties.

Mental

1. Mental alertness and attention to detail is required to monitor routine processes, ensure spill prevention, and to operate motor vehicles while servicing equipment/vehicles;
2. Must be able to read/write/speak English to understand Material Safety Data Sheet guidelines/lube charts/procedures/reports;
3. Must possess basic mathematical skills;
4. Must be able to work independently on a one-man crew with no direct supervision;
5. Must possess leadership skills to be able to train others in assigned apprentice situations.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors exposed to typical Nevada weather conditions. Work is sometimes performed under shelter in a shop environment.

Tools & Equipment Used: Hand tools, pneumatic equipment, measuring equipment, spill mitigation materials, and other equipment as needed. Safety equipment includes hard hat, safety glasses, hearing protection, back support/belts (optional), and steel-toed safety shoes.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as an Oiler or Equipment Greaser are required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Valid Class "B" Commercial Driver License Hazardous Material endorsement may be required. "Q" clearance may be required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Vending Machine Attendant

JOB CODE : 030418, 030475

DATE PREPARED : May 25, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares and maintains stock of food vending machines and assists pantry and kitchen personnel as required.

DIMENSIONS

The incumbent reports to a Chef or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Checks vending machines and refills as required;
2. Is responsible for sanitation of vending machines;
3. Prepares triangle sandwiches for vending machines; orders items required for vending from the storeroom; receives items prepared by vending production crew;
4. Ensures that all items ordered are available and all prepared packaged items are dated;
5. Documents all discards on a daily discard form;
6. Assists in serving lines during meal periods or in pantry, if required;
7. Prepares and sets up fresh fruit stations for meal periods; may wash, peel, cut, and shred vegetables and fruits to prepare them for use, if required;
8. Maintains a "clean-as-you-work" environment at all workstations;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food products up to 35 pounds;
3. Frequent pushing/pulling using both hands/arms opening/refilling vending machines and moving boxes, exerting up to 30 pounds of force;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while placing food in vending machines, serving, cleaning, preparing food, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Vending Machine Attendant

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while checking and refilling vending machines, preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include hand/eye coordination and visual acuity in near- and mid-range;
7. Constant use of hearing/speech abilities in communicating with food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell in determining quality and freshness of food.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that vending machines are checked, filled, and cleaned in accordance with all procedures; food is well prepared according to instructions; and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English and read instructions, rules, etc.;
4. Must be flexible and able to perform pantry or serving line duties as required.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a kitchen environment and outdoors in motor vehicles while making rounds of vending machines, exposed to normal weather and driving conditions.

Tools & Equipment Used: Vending machines, hand trucks/carts, knives, assorted kitchen equipment/utensils, and motor vehicle.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as assistant storekeeper, pantryman, or head pantryman. Time spent in these classifications in attaining accredited certification can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period. Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Warehouse Clerk

JOB CODE : 032115, 037115

DATE PREPARED : July 28, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent performs general warehousing duties involving receiving, issuing, storing, and material handling. Warehouse activity requires extensive use of computer terminals. Material is to be handled in accordance with all applicable federal/state regulations and REECo procedures that control the storing, handling, and transportation of materials.

DIMENSIONS

The incumbent reports to a Stockroom Clerk Foreman (Teamster) and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs issuing/receiving actions using an automated system and issues equipment parts over the counter including packaging marking; preparation of shipping description, labels, drop point number, and any other required documentation such as delivery ticket; enters proper issuing information into computer;
2. Receives shipments including opening, checking for quality, and matching with purchase order; enters appropriate receiving data into computer;
3. Stocks/arranges materials in predetermined location throughout warehouse and adjacent compounds;
4. Controls hazardous material in accordance with specific regulations for storage/handling/shipping;
5. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i></p>

1. Frequent standing/walking while performing job duties;
2. Occasional sitting while working at computer;
3. Frequent lifting/carrying 5 to 50 pounds of materials/supplies/office equipment; assistive devices available for lifting/carrying up to 100 pounds of furniture/office equipment;
4. Frequent pushing/pulling using both hands/arms exerting a force up to 30 to 70 pounds; occasionally 75 to 100 pounds while moving/sliding heavy safes/desks and other furniture items; also pulling hand trucks upstairs;
5. Occasional climbing stairs/stepladders while moving equipment upstairs/downstairs;
6. Occasional kneeling/crouching while loading/unloading and moving furniture;

Warehouse Clerk

7. Constant use of both hands/arms while working on computer and performing manual labor warehouse duties;
8. Constant use of sight abilities, good peripheral vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range of vision;
9. Frequent use of speech/hearing abilities in communicating with coworkers/supervisors and maintaining a safe work environment.

Mental

1. Must be able to read/write/speak English in order to perform routine exchanges of information, communicate with coworkers/supervisors, complete logs, and process hourly computer reports;
2. Must possess basic mathematical skills;
3. Must possess reasoning skills and be able to apply established procedures;
4. Must be able to work without direct supervision 50 percent of the time.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed inside in warehouse or office environment and outdoors with exposure to all types of weather.

Tools & Equipment Used: Computer, telephone, general office equipment, material handling equipment (i.e., hand truck, carts, dollies, barrel jack, safe moving equipment); safety equipment such as hard hat, safety glasses, back belt, and steel-toed safety shoes.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience in warehousing, receiving, and issuing of materials is required. Documented formal training in hazardous material transportation (D.O.T. CFR49 and HM181) is required within 90 days of employment. Knowledge of proper groundman forklift hand signals.

OTHER SPECIAL QUALIFICATIONS

Basic computer skills are desirable. The incumbent will be required to attend REECo Hazardous Material Basic Course and obtain a 70 percent or better score on the exam.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Wireman
JOB CODE : 030604, 035604
DATE PREPARED : July 17, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent installs and maintains wiring, cable, electrical fixtures, apparatus, and control equipment in accordance with electrical codes, plans, and specifications on the basis of knowledge of system operation and study of building plans or working drawings.

DIMENSIONS

The incumbent reports to a foreman, general foreman, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Measures, cuts, bends, threads, assembles, and installs electrical conduit using such tools as hacksaw, pipe cutter/threader, and conduit bender;
2. Pulls wiring through conduit; splices wires by stripping insulation from terminal leads with knife, pliers, or splicing tool; twists or solders wires together; and applies tape or terminal caps;
3. Connects wires to lighting fixtures and power equipment using hand tools;
4. Connects power cables to equipment such as motors and heating/cooling units;
5. Tests continuity of circuit to ensure electrical compatibility and reliability of components using test instruments such as ohmmeter, ammeter, and voltmeter;
6. Pulls cables in downhole and underground operation; bundles, terminates, and makes connections to diagnostic instruments using hand tools;
7. Uses oils, greases, and solvents to repair and maintain equipment;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking for short distances on all types of terrain; may walk up to two to three miles per day, depending on job assignment;
2. Occasional sitting while performing job tasks;
3. Frequent lifting/carrying up to 10 to 50 pounds of wire reels, tools, and other equipment as needed for distances up to 1 to 20 feet; assistive devices available for lifting/carrying up to 100 pounds of equipment/supplies;

Wireman

4. Constant pushing/pulling using both hands/arms exerting up to 35 to 50 pounds of force while pulling wire/cables and other job duties;
5. Frequent climbing on scaffolding/ladders while performing job tasks;
6. Frequent bending/twisting at waist/knees/neck while installing/maintaining wiring/cable/electrical fixtures, apparatus, and control equipment;
7. Occasional kneeling/crouching while working at floor/ground level and while doing installation/repair work;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while performing job duties;
9. Constant use of sight abilities with good visual acuity in near- and mid-range, color perception, hand/eye coordination, and depth perception;
10. Frequent use of speech/hearing abilities communicating with coworkers/supervisors and performing other job tasks;
11. May be required to work in awkward positions and/or confined spaces such as attics or underneath structures while performing job duties.

Mental

1. Must possess good written communication skills in recording data/filling out forms/completing logs;
2. Must have basic mathematical skills including basic algebra and trigonometry;
3. Constant mental alertness and attention to detail are required to avoid serious consequences of financial loss, and maintain a safe working environment;
4. Must have effective problem-solving skills and be able to troubleshoot malfunctions;
5. Must be able to deal with emergency situations, hazardous conditions, and time constraints.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in the field exposed to adverse weather conditions and occasionally indoors in shop/office environment.

Tools & Equipment Used: Hand/power tools, forklift, crane, welding equipment, digging equipment, drill motors, pipe-bending machine, and a variety of test equipment. Safety equipment includes hard hat, safety glasses, back support belt, steel-toed safety shoes, eye/hearing protection, respirator, and anti-contamination suits.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a Wireman or completion of a recognized apprenticeship program is required.

OTHER SPECIAL QUALIFICATIONS

A working knowledge of the National Electric Code is required. The incumbent must also be CPR-certified, or pass a CPR training program, such as American Red Cross or equivalent, within one year of hire (reference Safety Code G-20). Valid driver's license required. May be required to be qualified/fitted with respirator.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Wireman Foreman

JOB CODE : 030602, 035602

DATE PREPARED : July 23, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent participates in and supervises the installation and maintenance of wiring, cable, electrical fixtures, apparatus, and control equipment in accordance with electrical codes, plans, and specifications on the basis of knowledge of system operation and study of building plans or working drawings.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to the craft work team under supervision of this position; interprets specifications, drawings, and job orders as needed for area of supervision; establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel; may perform same duties as craftspeople being supervised;
2. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised; makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; and answers technical questions regarding craft operations;
3. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes; may study schedules and estimate work hour requirements for completion of job;
4. Conducts weekly safety meetings to promote safety consciousness;
5. Performs work in accordance with drawings, sketches, specifications, codes, standards, and preventive maintenance program;
6. Measures, cuts, bends, threads, assembles, and installs electrical conduit using such tools as hacksaw, pipe cutter and threader, and conduit bender; pulls wiring through conduit; splices wires by stripping insulation from terminal leads with knife, pliers, or splicing tool, twisting or soldering wires together, and applying tape or terminal caps;
7. Connects wires to lighting fixtures and power equipment using hand tools; connects power cables to equipment such as motors and heating/cooling units; tests continuity of circuit to ensure electrical compatibility and reliability of components using test instruments such as ohmmeter, ammeter, and voltmeter;
8. Pulls cables in downhole and underground operation; bundles, terminates, and makes connections to diagnostic instruments using hand tools; uses oils, greases, and solvents to repair and maintain equipment;
9. May perform same duties as craftsmen being supervised;

Wireman Foreman

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent-to-constant standing/walking short distances on all types of terrain; may walk up to two to three miles per day, depending on job assignment;
2. Occasional sitting while performing job tasks;
3. Frequent lifting/carrying up to 10 to 50 pounds of wire reels, tools, and other equipment as needed for distances up to 1 to 20 feet; assistive devices available for lifting/carrying up to 100 pounds of equipment/supplies;
4. Constant pushing/pulling using both hands/arms exerting up to 35 to 50 pounds of force while pulling wire/cables and other job duties;
5. Frequent climbing on scaffolding/ladders while performing job tasks;
6. Frequent bending/twisting at waist/knees/neck while installing/maintaining wiring/cable/electrical fixtures, apparatus, and control equipment;
7. Occasional kneeling/crouching while working at floor/ground level and while doing installation/repair work;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while performing job duties;
9. Constant use of sight abilities with good visual acuity in near- and mid-range, color perception, hand/eye coordination, and depth perception;
10. Frequent use of speech/hearing abilities communicating with coworkers/supervisors and performing other job tasks.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;

Wireman Foreman

- 8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.**

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in the field exposed to inclement weather conditions and occasionally indoors in shop/office environment.

Tools & Equipment Used: Hand/power tools, forklift, crane, welding equipment, digging equipment, drill motors, pipe-bending machine, and a variety of test equipment. Safety equipment includes hard hat, safety glasses, back support belt, steel-toed safety shoes, eye/hearing protection, respirator, and anti-C suits.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of actual experience as a journeyman wireman or completion of a recognized apprenticeship program is required. Previous supervisory experience or assignment to a lead role desirable.

OTHER SPECIAL QUALIFICATIONS

A working knowledge of the National Electric Code is required. The incumbent must also be CPR-certified or pass a CPR training program such as American Red Cross or equivalent within one year of hire (reference Safety Code G-20). Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Wireman General Foreman

JOB CODE: 030601, 035601

DATE PREPARED: July 23, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directs and coordinates Wireman Foremen and their crews in the installation and maintenance of wiring, cable, electrical fixtures, apparatus, and control equipment in accordance with electrical codes, plans, and specifications on the basis of knowledge of system operation and study of building plans or working drawings.

DIMENSIONS

The incumbent reports directly to an exempt supervisor and supervises other foremen and their crews.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls craft work teams through subordinate foremen to accomplish Company goals and objectives; assists in formulating procedures and policies necessary for the efficient operation of the section;
2. Makes recommendations on materials, parts, and equipment and assists in determining personnel assignments to work locations and in scheduling work flow to maximize productivity; directs and verifies work order usage with work requests to prevent any overcharging and checks work for accuracy;
3. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes; reviews craft cards to authenticate qualifications of craft workers committed to projects;
4. Conducts new employee orientation and assists in evaluating employee work performance and recommending personnel actions;
5. Answers technical questions regarding craft operations;
6. Conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen; assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
7. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs; assists in total quality management process improvements and customer satisfaction;
8. Surveys work areas for environment, safety, and health conditions to assure compliance with Company policies;
9. May perform same duties as craftsmen being supervised
10. Performs duties in compliance with Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

Wireman General Foreman

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking in office/shop on concrete surface or outdoors for distances of one-quarter to one-half mile;
2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional lifting/carrying 10 to 50 pounds of parts/tools/equipment a distance of up to 50 feet;
4. Occasional pushing/pulling doors/drawers;
5. Occasional climbing on ladders/scaffolding while inspecting/evaluating project or craft workers;
6. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
7. Occasional kneeling/crouching while inspecting/evaluating installations/repairs;
8. Frequent use of both hands/arms grasping/gripping/handling/fingering while performing administrative duties; may at times work with arms extended/overhead;
9. Constant use of sight while inspecting/evaluating/monitoring craft workers/project;
10. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;

Wireman General Foreman

9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;
10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in office or shop environment and occasionally outdoors in the field exposed to inclement weather conditions while performing inspections/evaluations.

Tools & Equipment Used: General office equipment, hand/power tools, and other equipment as needed. Safety equipment includes hard hat, safety glasses, back support belt, steel-toed safety shoes, eye/hearing protection, respirator, and anti-C suits.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a journeyman wireman or completion of a recognized apprenticeship program is required. Previous experience as a foreman with the Company desirable.

OTHER SPECIAL QUALIFICATIONS

A working knowledge of the National Electric Code is required. The incumbent must also be CPR-certified or pass a CPR training program such as American Red Cross or equivalent within one year of hire (reference Safety Code G-20). Valid driver's license required.