

APPENDIX A

EMPLOYEE CLASSIFICATIONS & EXPECTATIONS

All coworkers shall:

- **Maintain a positive, productive, and constructive attitude at all times with everyone associated with B&P.**
- **Work together with coworkers towards profitability and customer satisfaction on each project/work order.**
- **Think on your own to continuously improve processes, discussing alternative methods of achieving productive goals with your supervisor before proceeding.**
- **Ensure that all installations under your supervision are local, state, federal and NEC (most current edition) compliant for safety and operation.**
- **Comply with Company policy & procedures, take on all incidental tasks deemed necessary by management to ensure smooth operations.**
- **Personal use of company-owned vehicles, equipment and tools authorized only through prior, written permission from the vice president.**
- **Compensation, benefits, and promotion determined in agreement and confidentiality with vice president.**

Laborer:

- Daily communication directly with project foeman regarding tasks and assignments, understand and be able to physically complete those tasks and assignments.
- Available by mobile communication during normal working hours and while traveling to and from project site.
- Observe, perform and expect safe working procedures at all levels and areas of operations, report violations to safety officer and supervisor.
- Observe, perform and expect efficient and proper use of all equipment, tools, and vehicles, report violations to safety officer and supervisor.
- Operate personal tools as well as company-owned tools assigned to your tasks safely and proficiently.
- Be familiar and competent with installations that are neat and presentable for: all types and sizes of electrical conduit; electrical devices, panelboards, switchboards, fixtures, disconnects, starters, drives, generators, bus duct, switches and other electrical equipment up to 35kV; feeder and branch circuitry wiring; excavations and backfill; manholes; power, lighting and communication poles and tower structures, concrete preparation, forming, pouring, finishing and stripping.
- Be capable of climbing (up to 130'), lifting, bending, working on your feet and with your hands, indoors, outdoors, in inclement weather conditions on all materials required for installation for a 10+ hour workday.
- Ready to work hours from 7am-530pm, Monday through Friday, subject to change to include overtime (40+ hours), nights, weekends, and holidays at local,

travel and/or out-of-town locations at management and supervisor's discretion with earliest possible notification.

- With the exception of general company meetings, policy adjustments, and home office labor, all working hours charged to open projects and work orders.
- Schedule vacation and days off through immediate supervisor.

Electrician:

- Advance beyond laborer status by displaying mastery of those tasks, advancement will be evaluated by supervisors and VP.
- Daily communication with project foreman/supervisor regarding tasks and assignment, understand and be able to physically complete those tasks and assignments.
- Prepare and install cable of all types and voltages in building, outdoor, and underground installations.
- Be familiar and competent in reading and understanding project specifications, hand and computer generated drawings, transfer that knowledge to the physical tasks necessary to complete instructions contained therein.
- Able to read and understand schematics for power, controls, and systems (automation, fire alarm, security, etc.) wiring.
- Hook up conductors for wiring devices, panelboards, switchboards, fixtures, disconnects, starters, drives, generators, bus duct, switches and other electrical equipment up to 35kV of all types with correct phasing and line/load separation.
- Troubleshoot and diagnose inoperable systems of all types.
- Take adequate time to assist laborers under your supervision in proper methods of installation for all items contained in this classification.
- Further your knowledge and expertise by attending training and education sessions scheduled by your supervisor.

Project Foreman:

- Advance beyond electrician status by displaying mastery of those tasks, advancement will be evaluated by supervisors and VP.
- On occasion work under the supervision of another project foreman.
- Available by company provided phone/radio, except on vacation periods, 24 hours/day, seven days/week or within a call back period of no more than 4 hours.
- On occasion, have multiple projects and/or work orders under your supervision.
- Begin each project with a preconstruction meeting including the project manager, general foreman, field manager, and Vice President (as required) to discuss the estimate, materials ordered and to be ordered, equipment and manpower needed, and schedule requirements.
- Daily communication with other foremen, general foreman and/or project manager regarding tasks and assignment, understand and be able to physically complete those tasks and assignments.
- Communicate directly, clearly, professionally and courteously on project sites with owners, designers, prime contractors, other contractors, subcontractors,

deliverymen and all of their representatives as a Company spokesperson regarding daily progress.

- Maintain, on a daily basis, the following in a neat and orderly fashion: written daily reports, time sheets purchase orders, invoices, material and equipment packing lists, fuel receipts, test reports, as-built drawings, personal tools sheets, weekly safety meetings, inspection reports and any other administrative paperwork as required for all project activities taking place under your supervision. Submit this paperwork to the field manager or the office manager by 8am each Monday morning.
- Be able to think quickly and make critical decisions regarding project tasks and implementation.
- Communicate with supervisor regarding scheduling of equipment, manpower, and tools on a daily basis.
- Effectively organize and plan tasks for yourself and subordinates on the day before tasks will be required. Advanced scheduling up to a month may be required. Coordinate with general foreman and project manager.
- Motivate and lead subordinates to maximize their skills on a daily basis, giving and earning mutual respect to progress towards successful project completion.
- Be receptive to different ideas and processes presented by subordinates, peers, and superiors. Apply those and your own ideas towards successful project completion.
- Meet with inspectors to review and gain approval for installations as necessary.
- Order miscellaneous materials as needed, coordinated with general foreman and project manager.

General Foreman:

- Daily communication directly with field manager and/or vice president.
- Communicate with project and field managers daily as necessary.
- Available by company provided phone/radio, except on vacation periods, 24 hours/day, seven days/week or within a call back period of no more than 4 hours.
- Oversee, direct, and give technical expertise daily, with clear means of communication and understanding, to subordinates (project foremen and below) on multiple projects under your supervision by: reviewing and becoming familiar with project plans, specifications, schedules and estimates before beginning work; ordering and arranging delivery of miscellaneous items in a timely manner; conversing with other managers and subordinates to coordinate major material deliveries, manpower and equipment needs; determining daily, weekly, and monthly project tasks in advance; receiving pertinent project information from managers regarding impact items; ensuring all paperwork (daily reports, time sheets, purchase orders, invoices, etc.) from subordinates under your supervision is filled out daily and accurately.
- Maintain a permanent, daily log of all activities in a bound diary provided by the company.
- Evaluate subordinates for performance and promotions.
- Understand basics of estimating labor and material costs.

- Attend all project preconstruction, progress, and close out meetings, and inspections.
- Attend B&P weekly managers' meetings on time, beginning at 8am on Fridays unless noted otherwise.
- With the exception of general company meetings and policy adjustments, all working hours charged to open projects and work orders.
- When necessary, take on any and all responsibilities necessary as determine by Vice President to continue efficient flow of operations at B&P.

I have read and understand these expectations and will endeavor to meet them to the best of my ability, knowing that promotions and employment decisions will be affected by how well I perform.

Signature

Date