

BC Sawmill Rate Determination Program Rate Revision Application Form

Instructions for Completing This Request for Rate Revision

Management and/or the Union must complete both this Application Form and the accompanying Benchmark Comparison Study Sheet at the plant level. When completed, forward copies of the document set to the USW D3 office in Burnaby and FIR office in Vancouver for processing.

These two (2) documents are represent a document set and applications submitted with single documents will be deemed incomplete and rejected. Be sure there are a Rate Revision Application Form and a Benchmark Comparison Study Sheet for each application for rate revision.

All applications must be based on a comparable benchmark category. Be sure the comparable benchmark category on this form and the Benchmark Comparison Study Sheet are the same.

Applicable Benchmark Category:
Yard Inventory/Shipping Co-ordinator

Job Information	Application Date:		
Company and Division:			
Job Title:			
Job Rate: \$	per/hour	Group:	Is this a New Job? <i>(circle one)</i> Yes No

Reason for this Application

Application Authorization	
For the Local Union: _____ Name: _____	For Local Management: _____ Name: _____

Next... complete the Benchmark Comparison Study Sheet

BC Sawmill Rate Determination Program Rate Revision Application - Benchmark Comparison Study Sheet

BENCHMARK NAME: **Yard Inventory/Shipping Co-ordinator**

GRADE: **14**

Examine the benchmark description on the left to determine how the job being submitted is different. Cross off any benchmark duties on the left hand side that are no longer performed. Add any duties that are missing from the benchmark description on the right hand side in the corresponding areas provided below.

<p>1. Make And Model Of Any Equipment Operated As Part Of This Job Function</p> <p>Computerized office equipment. Forklift.</p>	<p>1. Make And Model Of Any Additional Equipment Operated</p>
<p>2. Responsibility For This Equipment As Part Of The Job Function</p> <p>Setting up and adjusting computers and related equipment as necessary.</p>	<p>2. Responsibility For This Additional Equipment As Part Of The Job Function</p>
<p>3. Summary Of Duties Which Are Part Of The Job Function</p> <p>Co-ordinates the company's (Division's) shipping function. Maintains accurate records of the Division's inventory in a "current" status of a continuous basis. This includes but is not limited to daily stock sheet, "c" clears; shop; specialties and unprocessed stock. Operates computers and related equipment in the course of his daily activities. Maintains perpetual inventory report in a "current" status on a continuous basis. Supplies package counts for U.S.A.C. vessel line-ups and communicates these to others. Finalizes mate's receipts. Identifies and communicates any irregularities in packaging and quality of finished goods. Performs the month end physical inventory. Assists in setting up new computer programs and document systems. Expedites and improves inventory reports and controls. Identifies and communicates potential inventory shortfalls, highlighting problem items. Operates a forklift for piling and unpling products and/or loading and/or unloading of rail cars or local orders, if required.</p>	<p>3. Summary Of Additional Duties Which Are Part Of The Job Function</p>
<p>4. Other Pertinent Information To The Job Function</p> <p>Notifies Supervisor in case of actual or potential equipment malfunction.</p>	<p>4. Other Additional Pertinent Information To The Job Function</p>