

**Memorandum of Agreement (MOA)  
By and Between  
Metro Transit Department (Metro)  
and  
Amalgamated Transit Union, Local 587 (Union)**

**Subject: Building Operating Engineer Apprentice Program; nullification of prior Agreement (410VR0218)**

**Background:**

1. Amalgamated Transit Union, Local 587 (the Union) represents the journey-level job classification, Building Operating Engineer, in the Metro Transit Division.

2. Metro will be starting an Apprentice Program to train a new generation of Building Operating Engineers. The program is outlined in the Apprenticeship Standards and Program Manual.

3. The Parties have reviewed the scope of the Union's work jurisdiction in the Metro Transit Division and considered the commonality of working conditions for the new apprentice position with similar employees at the Metro Transit Division.

4. King County has provided the Union with a draft classification specification for the position Building Operating Engineer – Apprentice, which is attached hereto as Exhibit A.

5. The Parties have negotiated the terms and conditions of employment for a new position, Building Operating Engineer – Apprentice.

6. On July 9, 2018, the Parties executed a Memorandum of Agreement that established the terms for the new Building Operating Engineer apprentice program. Following the execution of that Agreement, the Parties have learned that certain provisions that they negotiated cannot be implemented, due to external factors outside of their control. That Agreement was coded as 410VR0218. The Parties enter into this new Agreement to supersede and replace MOA 410VR0218.

**Agreement:**

1. Agreement 410VR0218 is null and void. Its terms are replaced by this Agreement.

2. The Parties hereby accrete the position Building Operating Engineer – Apprentice into the bargaining unit. The Union understands that King County will adopt the classification specification that is attached hereto as Exhibit A.

3. The Parties amend Article 18.1 of the Collective Bargaining Agreement (CBA) as follows:

***SECTION 1 – DEFINITION OF EMPLOYEES***

“Facilities Maintenance Employees” shall mean all Employees in the following job classifications, and their respective lead positions where applicable:

*Amalgamated Transit Union, Local 587 - Transit - Department of Transportation*

*410U0419*

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**• Building Operating Engineer – Apprentice**

4. **Wage rate:** The Parties amend Exhibit A to add “Building Operating Engineer – Apprentice (5 Step Wage Progression)” to the Facilities Maintenance Section. The 100% wage rate for November 1, 2018, through October 31, 2019, shall be \$39.37. These wage rates are consistent with the previously negotiated journey-level rate for Building Operating Engineer (BOE).

5. **Selection into the Apprentice Program:** In this iteration of the program, all ATU Local 587 represented employees are eligible to apply for and participate in the Apprentice Program. Hiring preference shall be given to current members of ATU Local 587 working in the Transit Facilities Division. Eligible applicants from the Transit Facilities Division will be considered first in the application review process. However, if there are insufficient qualified applicants from the Transit Facilities Division, all other qualified applicants will be considered. Metro shall have sole discretion to select apprentices. These eligibility criteria will be used for hiring the first two apprentices. Following the hiring of the first two Apprentices, the Parties shall renegotiate the eligibility rules for selection into the Apprentice Program.

6. The Parties amend Article 18 of the Collective Bargaining Agreement by adding:

**SECTION 17 – BUILDING OPERATING ENGINEER APPRENTICE PROGRAM**

1. **Selection into the Apprentice Program:** Eligibility criteria for selection into the Apprentice Program shall be governed by Memorandum of Agreement [document code] for the hiring of the first two Apprentices.

2. **Step Placement:** For internal hires, per Article 14.1.C of the CBA, step placement will be calculated when an employee enters the Apprentice Program by using his/her “Current Pay” plus 2-1/2%. The term “Current Pay” is defined as the pay the apprentice received in the classification he/she held before becoming an apprentice. “Current Pay” will not include shift differential or upgrades into other classifications to calculate step placement.

3. **Wage progression:** Following entrance into the program, an apprentice will have five wage step increments, as outlined the following wage table, which is based on the Building Operating Engineer classification. Wage progressions shall be granted by the Apprenticeship Committee based on the Committee’s determination that the Apprentice has satisfied competencies. The step progression for Building Operating Engineer – Apprentice shall be:

Step	Approximate Hour Range Or Competency Step	Percentage of Journey Level Wages
1	0000 – 2000 hours/0-12 months	70%
2	2001 – 4000 hours/12-24 months	80%
3	4001 – 6000 hours/24-36 months	90%
4	6001 – 8000 hours/36-48 months	95%
5	Graduation	100%

**4. Probation:** The probationary period for a BOE apprentice is the first six months or 1040 hours of time in the program, whichever comes first. During this probationary period, the apprentice is at-will and may be removed from the Apprentice Program at the sole discretion of management.

**5. Apprentice Progression:** The Apprentice will progress based on the requirements outlined in the BOE Apprenticeship Standards and the Program Manual.

**6. Graduation:** "Graduation" from the Apprentice Program shall mean completion of all Apprentice Program requirements, including completing assigned task hours, passing relevant coursework, receiving satisfactory appraisals, and obtaining licenses required for the BOE classification as outlined in the BOE Apprenticeship Standards and the Program Manual.

**7. Placement following graduation:** An apprentice shall be placed in a BOE position upon graduation. The entry salary step shall be Step 5 of the BOE wage rate.

**8. Seniority:** Once a person is hired as a BOE apprentice, he/she will be placed on the BOE seniority list based on his/her starting date in the BOE Apprentice Program. The Union will determine seniority placement among the BOE apprentices.

**9. Shifts:** The apprentice position is a no-pick position. Apprentice assignments shall be determined by task hour needs and will take into account school schedules. Work assignments, shifts, and locations will be assigned by the apprentice's immediate supervisor during weekly check-ins. Apprentices will work five 8-hour shifts, or four 10-hour shifts (if approved by the supervisor). In order to accommodate school and work schedules, apprentices should arrange appropriate report times and departure times with their immediate supervisors.

**10. Vacation:** Apprentices should arrange vacations with the approval of their immediate supervisors in order to avoid conflicts with classes, testing, or Apprentice hours requirements.

**11. Performance:** The Metro Facilities Apprenticeship Committee will review performance appraisals completed by immediate supervisors of apprentices. The purpose of these reviews is to ensure that the apprentice is capable of performing adequately in the program and is on track to complete the requirements and timetables set forth in the BOE Apprenticeship Standards and Program Manual. An apprentice must comply with the policies and procedures outlined in the BOE Apprenticeship Standards and Program Manual.

If it is determined by the Metro Facilities Apprenticeship Committee that an apprentice is not adequately performing his/her duties, or is not on track to complete the requirements or timetables as set forth in the Apprenticeship Standards, then the Apprentice Committee will decide the appropriate action. This could include, but is not limited to, an extension of the apprentice's probationary period or removal from the program.

The Metro Facilities Apprenticeship Committee shall not have authority over matters concerning employee discipline.





## **TRANSIT BUILDING OPERATING ENGINEER – APPRENTICE**

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### **Class Summary**

The responsibilities of this classification include assisting in day-to-day activities in the operation, maintenance, repair, and overhaul of transit facility heating, ventilation, air conditioning (HVAC), refrigeration, energy management, and related building systems, and equipment under the supervision of the Chief of the Building Operating Engineer workgroup.

### **Distinguishing Characteristics**

This is the first of a three-level Building Operating Engineer classification series. Incumbents gain experience in this classification and are assigned increasingly responsible work and work more independently in areas where they have demonstrated skill as they learn all aspects of maintaining heating, cooling, and ventilation systems. Work is performed independently under the general supervision of Transit Building Operating Engineers, Transit Building Operating Engineer – Leads, and a higher-level facility maintenance supervisor.

### **Examples of Duties**

*All duties below are performed in conjunction with or under the general supervision of a Transit Building Operating Engineer or Transit Building Operating Engineer – Lead.*

1. Maintain, repair, and overhaul varied HVAC systems, components and auxiliary equipment; troubleshoot and repair equipment including refrigeration units, water coolers, split systems, direct/indirect gas fired rooftop units, boilers, chillers, heat pumps and mixing boxes and similar equipment.
2. Adjust, troubleshoot, and repair pneumatic, electronic and line voltage circuits; troubleshoot and repair electrical control circuits for all types of HVAC equipment.
3. Operate facility automated control system and digital control devices; locate system problems and initiate corrective actions; utilize remote access connections to ensure ongoing and effective energy management.
4. Perform water tests and chemically treat boiler, condenser, and chilled water systems; perform routine overhaul and repair of boilers; maintain replacement schedule, install and dispose system filters.
5. Maintain cleanliness of mechanical rooms; maintain and ensure all tools and equipment are in proper working order.
6. Perform other duties as assigned.

### **Knowledge/Skills**

Knowledge of the principles, practices, techniques, tools, and equipment of the building operating engineer trade

Knowledge of safe moving and lifting practices, occupational hazards, and safety requirements

Skill in providing excellent customer service

Skill in verbal and written communication

Ability to attend required apprenticeship classes on weekdays, nights, weekends, and holidays

Ability to work in adverse weather events or other emergencies

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite and permitting software

### **Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the classification

### **Licensing, Certification and Other Requirements**

Valid Washington State Driver License

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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<b>FLSA Designation</b>	Non-Exempt
<b>Service Status</b>	Career Service
<b>EEO Code</b>	7
<b>Levels within same series</b>	Transit Building Operating Engineer – Apprentice, Transit Building Operating Engineer Transit Building Operating Engineer – Lead
<b>Class History</b>	Created – 11/2018