

# 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:  
**Shipping/Loading Co-ordinator**

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

<b>Reason for this Application</b>

<b>Application Authorization</b>	
For the Local Union:	For Local Management:
_____	_____
Name: _____	Name: _____

*Next... complete the Benchmark Comparison Study Sheet*

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

BENCHMARK NAME: **Shipping/Loading Co-ordinator**

GRADE: **11**

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><b>1. Make And Model Of Any Equipment Operated As Part Of This Job Function</b></p> <p>Office equipment. Forklift.</p>	<p><b>1. Make And Model Of Any Additional Equipment Operated</b></p>
<p><b>2. Responsibility For This Equipment As Part Of The Job Function</b></p> <p>Services equipment with fuel, oil, water, etc. May perform operating and preventative adjustments.</p>	<p><b>2. Responsibility For This Additional Equipment As Part Of The Job Function</b></p>
<p><b>3. Summary Of Duties Which Are Part Of The Job Function</b></p> <p>Working to oral and/or written instructions, directs and co-ordinates the operational shipping (truck and rail) operations. Must keep up to date on the status of all orders within his area accepting the responsibility for communication and crew scheduling as necessary to ALL those involved. Ensures adequate supply of trucks and/or rail cars. Maintains accurate records of all orders and shipments. Prepares and figures tallies; recognizes all species, patterns and grade marks and organizes parcels ready for shipment, ensuring correct loading of same. Operates a forklift for piling and unpling products and/or loading and/or unloading of rail cars or local orders, if required. Ensures customer and company specifications on species, grade, volume, size, lengths, marking and packaging are maintained. Provides instructional training to crew members/trainees as required.</p>	<p><b>3. Summary Of Additional Duties Which Are Part Of The Job Function</b></p>
<p><b>4. Other Pertinent Information To The Job Function</b></p> <p>Notifies maintenance in case of actual or potential equipment malfunction.</p>	<p><b>4. Other Additional Pertinent Information To The Job Function</b></p>