

THE EMPLOYER'S MONTHLY REPORT

All employers covered by the Act Respecting Labour Relations, Vocational Training and Workforce Management in the Construction Industry are required to send a report every month on their construction activities. This report includes identification of workers, hours worked, and salaries paid. Employers must also indicate the different remittances that they make to the funds managed by the CCQ.

The monthly report may be transmitted by Internet – by means of accounting software or the CCQ's online services – by telephone, or by mail.

Payment must be made every month to the CCQ, by the latest on the 15th day of the month following the end of the period covered. The monthly report may be paid electronically, through your banking institution, by preauthorized debit, or by cheque.

You must make sure that the required information in the monthly report is submitted with no errors or omissions; these penalize employees and lead to penalties for the employer similar to those incurred for missing monthly reports.

The CCQ has the mandate of ensuring that you respect this obligation. In this regard, it has the power to take legal action against employers that are not in compliance. Therefore, any monthly report that is not in compliance, is incomplete, has erroneous information, or is received after the 15th day of the month following the period covered may lead to an interest charge and legal action.

To avoid errors, make sure that the sums calculated are accurate.

If you are acting as an **independent contractor**, see the sidebar on this subject below.

For any further information, please contact Customer Services through the phone line for employers, at 1 877 973-5383.

EXAMPLE OF THE EMPLOYER'S MONTHLY REPORT FORM



EMPLOYER'S MONTHLY REPORT (GENERAL INFORMATION ON COMPLETING YOUR REPORT IN THE "REFERENCE GUIDE")



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L	SOCIAL INSURANCE NO		<u> </u>							

FOR ANY CHANGES PERTAINING TO THE ADDRESS OF THE EMPLOYER OR OF THE ACCOUNTANT, OR TO THE CLOSING-DOWN OF THE BUSINESS, PLEASE COMPLETE THE CHANGE OF ADDRESS CARD PROVIDED.

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WOEVER PASSES ON A MONTHLY REPORT CONTAINING FALSE OR ERRONEOUS INFORMATION COMMITS AN OFFENCE AND IS LIABLE TO PROSECUTION.
ALL EMPLOYERS MUST HOLD THE REQUIRED PERMIT ISSUED BY THE RÉGIE DU BÂTIMENT DU QUÉBEC.

7	SOCIAL BENEFITS (TOTAL EI)	S
æ	INSURANCE - SALES TAX	–
0	SPECIAL COMPENSATION FUND	D
9	A.E.C.Q. HOURLY CONTRIBUTION	>
11	A.E.C.Q. ANNUAL CONTRIBUTION	>
12	G.S.T. ((m + m) X	×
13	Q.S.T. ((m + m) X	>
14	VACATIONSAND GENERAL HOLIDAYS PAYS (TOTAL ₺)	Z
15	LEVY	- AA
16	UNION CONTRIBUTIONS (TOTALE)	- BB
17	QUALIFICATION FUND	25
8	TRAINING FUND	——DD——
19	SECTOR-BASED CONTRIBUTION (TOTALE)	######################################
	TOTAL	 -

A. MONTHLY WORK PERIOD

In this box, write the "monthly period" of work by referring to the calendar issued by the CCQ. You must produce only one report per monthly period.

Please note that:

- The work week begins at 0:01 AM on Sunday and ends at midnight the following Saturday
- The monthly work period must be at least four weeks and at most five weeks
- The monthly work period must end on the last Saturday of the month
- The monthly work period begins on the Sunday that follows the last day of the preceding monthly period

B. SIGNATURE

Sign the form here.

C. DATE

Write the date.

NOTE: the monthly report must be sent to the CCQ to arrive by the 15th day of the following month.

D. IDENTIFICATION

Enter the social insurance number, last name, and initial of the first name of the person declared by referring to his or her competency certificate.

NOTE: Any error in identification will lead to details of the transaction being rejected.

E. WORK WEEK

Write the number of weeks during which the declared person worked. Part of a week is considered a complete week.

F. APPRENTICESHIP PERIOD

If the declared person is apprenticing in a trade, write the current apprenticeship period. If the person worked in more than one apprenticeship period during the monthly work period, use a separate line for each period.

G. TRADE CODE

Enter the code for the trade, specialty, or occupation practised by the declared person during the monthly work period by referring to the list of codes for trades, specialties, and occupations (see table D in this guide). If the declared person practised more than one trade, use a separate line for each trade code. The trade code is the same for journeymen and apprentices.

H. STATUS

Enter the code by referring to table B in this guide.

NOTE: No code is required if the declared person is a construction employee (leave the space blank).

I. SECTOR

Enter the letter corresponding to the sector:

- A) Civil engineering and roadwork
- B) Industrial
- C) Institutional and commercial
- **D)** Residential

If the declared person has worked in more than one sector, use a separate line for each sector. For more details on the types of work in each sector, refer to table A in this guide.

. SCHEDULE OF WAGES

Write the schedule of wages number of the collective agreement used to pay the declared person.

For more details on the schedule of wages to use according to type of work performed, refer to table A in this guide.

K. WORK REGION

Write the number corresponding to the region where the declared person worked during the monthly work period by referring to the list of work region codes, in table C in this guide. If the person worked in more than one region, use a separate line for each work region code.

L. UNION OR SYNDICATE

Write the code of the applicable union, syndicate, or local:

- CSD Centrale des Syndicats Démocratiques
- CSN Confédération Syndicats Nationaux
- SQC Syndicat Québécois de la Construction

Write the LOCAL for the Fédération des travailleurs du Québec (FTQ-Construction) and for the Conseil provincial du Québec des métiers de la construction (International).

M. NUMBER OF HOURS WORKED

Write the number of hours worked in regular time, time and a half, and double time, then the total. Use decimals for parts of hours.

EXAMPLE: 1/4 hour = 0.25

1/2 hour = 0.50

3/4 hour = 0.75

N. ASSESSABLE EARNINGS

Write the totals of the wages (see note at the bottom of page 29) and the allowances used to calculate paid vacations and statutory holidays. The assessable earnings must include:

- allowance for prior notice
- allowances for reporting pay, presence on the job site, presentation hour
- paid leave as provided in the collective agreements
- recall to work, worker available, bonuses

<u>EXCEPTION</u>: The assessable earnings must be at zero for the hours reported under status R.

NOTE: The assessable earnings must be roughly equivalent to the result of the number of hours worked multiplied by the corresponding wage rate.

O. PAID VACATIONS AND STATUTORY HOLIDAYS

Write in the number of annual obligatory vacations, statutory holidays, and days of sick leave using the percentage stipulated in the sector-based collective agreements. The current rate is 13% of assessable earnings.

EXCEPTION: The hours reported under status R are not considered in the calculation of vacations and paid statutory holidays.

P. UNION DUES

Write the total of union dues using the rate established by the association to which the declared person belongs (see the *Union Dues Calculation Guide** issued by the CCQ).

EXCEPTION: The hours reported under status R are not considered in the calculation of union dues.

Q. SOCIAL BENEFITS

Write the total amount paid by the employee and the employer for social benefits* using the rates stipulated in the sector-based collective agreements.

EXCEPTIONS: If you wrote the letters A, H, I, or J in the STATUS column, this represents a voluntary contribution to the social benefits plan. To the total amount paid by the employee and the employer for social benefits, add \$0.15 – that is, \$0.075 (employee's share) + \$0.075 (employer's share) – for each hour of participation. Hours reported under status B, C, and R should not be used to calculate social benefits.

R. SECTORIAL CONTRIBUTION

In the following three sectors — civil engineering and roadwork, institutional and commercial, and industrial — the employer must pay a contribution of \$0.02 per hour worked. This amount is deducted from the employee's pay and transmitted to the CCQ with the monthly report.

In the residential sector, this contribution is paid by the employer. The total number of hours worked is multiplied by \$0.043. The contribution consists of the following:

- \$0.02: amount paid to the union education fund (according to the employee's union allegiance)
- \$0.023 (including taxes**): contribution to the Association des professionnels de la construction et de l'habitation du Québec (APCHQ)

Here is how the tax amounts are determined:

- GST = number of "residential sector" hours in the monthly declaration x \$0.001
- QST number of "residential sector" hours in the monthly declaration x \$0.002

<u>EXCEPTIONS</u> (for all sectors): Hours reported under the status A, B, C, E, F, H, I, J, L, or R must not be included in the calculation for this contribution.

S. SOCIAL BENEFITS (TOTAL)

Write in this box the total obtained by adding the amounts in column 5 of the monthly report.

T. SALES TAX - INSURANCE

Please refer to the *Salary Rates and Social Benefits—Dues and Contributions** (per sector) to calculate this contribution.

U. COMPENSATION FUND

This contribution indemnifies workers who have suffered a loss of wages due to the insolvency of their employer. This contribution is paid by the employer and equals the total of column 1 of the monthly report multiplied by \$0.02.

EXCEPTIONS: The hours reported under status A, B, C, E, F, H, I, J, L, or R should not be included to calculate this contribution.

V. HOURLY CONTRIBUTION TO THE AECQ

To calculate this contribution, multiply the total from column 1 of the monthly report by \$0.03. This contribution is paid by the employer. The minimum contribution is \$5 per month, even if there is no activity during a monthly period.

<u>EXCEPTIONS</u>: The hours reported under status A, H, I, J, L, or R should not be included in the calculation of this contribution.

W. ANNUAL CONTRIBUTION TO THE AECQ

This contribution, paid by the employer, is \$230, made in a single payment with the October monthly report.

For new employers, the annual contribution to the AECQ must be paid when the first monthly report including a declaration of hours worked is produced.

X. GST

To calculate GST, add lines 10 and 11 of the monthly report, then multiply the total by the rate in effect**.

Y. ost

For bookkeeping purposes, the CCQ's tax numbers are: GST: 869515601 RT0066; QST: 1006190746 TQ0003**.

Z. PAID VACATIONS AND STATUTORY HOLIDAYS (TOTAL)

Write in this box the total obtained by adding the amounts in column 3 of the monthly report.

^{*} The Salary Rates and Social Benefits – Dues and Contributions and the Union Dues Calculation Guide can be viewed on the CCQ's website, ccq.org, under the "Wages" tab.

^{**} The CCQ acts as the official agent for collection of the taxes mentioned in sections R, X, and Y. For accounting purposes, the CCQ's tax numbers are: GST: 869515601 RT0066; QST: 1006190746 TQ0003.

AA. LEVY

This contribution is the CCQ's source of funding and is paid in equal shares by employees and employers. To calculate this levy, add column 2 and column 3 of the monthly report, then multiply the total by 1.5%. You then deduct half of this levy each week from your employees' pay, or 0.75% of assessable earnings plus the sum of "paid vacations and statutory holidays."

A minimum levy of \$10 per month is required, even if there is no activity during a given monthly period.

EXCEPTIONS: The levy is not payable for people declared under status A, H, I, J or R.

The deduction is 0.75% of assessable earnings added to the 13% for paid vacations and statutory holidays for people declared in the monthly report under status C.

BB. UNION DUES (TOTAL)

Write in this box the total obtained by adding the amounts in column 4 of the monthly report.

CC. QUALIFICATION FUND

This contribution is paid by the employer (see breakdown below).

Hourly rate	Civil engineering A	Industrial B	Industrial B (schedules N4, N5, N6)	InstCommercial C
\$0.01	160-168-174-230-500	190, 230	160-168-174-230-500	190, 230
\$0.02	240-796	412-414-765-767-771	240	
\$0.03	190-304-769-773	304	190-304-769-773	304
\$0.04	412-414-765-767-771	280	412-414-765-767-771	280
\$0.05	280		280	

EXCEPTIONS: Hours reported under status A, B, C, H, I, J, L, or R should not be included to calculate this contribution.

DD. TRAINING FUND

This contribution, paid by the employer, is the total of column 1 of the monthly report multiplied by \$0.20.

EXCEPTIONS: Hours reported under status A, B, C, H, I, J, L, or R should not be included in the calculation of this contribution.

EE. SECTOR-BASED CONTRIBUTION (TOTAL)

Write in this box the total obtained by adding the amounts in column 6.

FF. TOTAL

Your cheque must match the amount in the TOTAL box.

HOW TO FILL OUT THE MONTHLY REPORT AS AN INDEPENDENT CONTRACTOR

If you are an **independent contractor** in the sense of *An Act Respecting Labour Relations, Vocational Training and Workforce Management in the Construction Industry,* you must write **status C** under the column "Status of employer's monthly report." Here are the fields that an independent contractor must fill out. Refer to the preceding pages for more details:

- A. Monthly work period
- B. Signature
- C. Date
- D. Identification
- E. Work week
- G. Trade code
- H. Status: C
- I. Sector
- J. Schedule of wages
- K. Regional code
- M. Number of hours worked
- N. Assessable earnings: Enter the total of the salary and allowances used to calculate paid vacations and statutory holidays. The assessable earnings must include remuneration in cash and allowances or benefits with a monetary value determined by a collective agreement for an employee performing similar tasks, except for benefits related to a complementary social benefits plan.

- For a status C (independent contractor), the assessable earnings must include 13% paid vacations and statutory holidays in the calculation of the levy.
- V. Hourly contribution to the AECQ: To calculate this contribution, multiply the total of column 1 of the monthly report by \$0.03. This contribution is payable by the employer. The minimum contribution is \$5 per month, even if there is no activity in a given monthly period.
- W. Annual contribution to the AECQ
- X. GST
- Y OST
- AA. Levy: This contribution is the CCQ's source of funding. To calculate the levy, multiply the total of column 2 of the monthly report by 0.75%. The minimum contribution is \$10 for each month, even if there is no activity in a given monthly period.
- FF. Total

SECTOR	DEFINITION	EXAMPLES OF TYPE OF WORK	WAGES SCHEDULE
A CIVIL ENGINEERING	Construction of works of general interest for public or private use, including facilities,	Roads, bridges, tunnels, subways, pipelines, sewer systems, marine engineering, power stations, dams, etc.	D-3, D-4, D-
AND ROADWORK	equipment, and buildings physically attached to these works or not, notably construction	Exceptions	
	of roads, aqueducts, sewers, bridges, dams,	Any worker assigned to: - work on the James Bay project and at remote sites	D-6, D-7, D-
	electricity lines, and natural-gas pipelines.	installation of pipelines or distribution networks, as well as related excavation work	T-3, T-4, T-5
		- transmission lines, electric substations, and communications towers	E-1
		- distribution lines, distribution stations, and catenaries	E-2
		- communications networks	E-3
		 electric lines and substations, communications towers, distribution and lines and stations and catenaries, communications networks, remote construction sites, James Bay, and construction sites north of the 55th parallel (including Grande-Baleine) 	E-4
		- sites with bunkhouses	F-1, F-2, F-3
		- sites with windmills	G-1, G-2, G
B INDUSTRIAL	Construction of buildings, including facilities and equipment physically attached to	Factories, plants, refineries, pulp mills, cement plants, etc. Exceptions	B-3, B-4, B
	these buildings or not, reserved mainly for economic activities related to exploitation of mineral resources, transformation of raw	- For all workers assigned to work at the James Bay project and remote sites	B-6, B-7, B
	materials, and production of goods.	For all employees assigned to projects executed in heavy industry	N-1, N-2, N
		- For all employees assigned to construction work on a heavy industry civil engineering project	N-4, N-5, N
C INSTITUTIONAL AND COMMERCIAL	Construction of buildings, including facilities and equipment physically attached to these buildings or not, used mainly for institutional or commercial purposes, as well as all construction that cannot be included in the	Schools, hospitals, residential facilities, city halls, prisons, stores, warehouses, office buildings, theatres, restaurants, funeral parlours, etc. Exception:	C-3, C-4, C-
	residential, industrial, or civil engineering and roadwork sectors.	- For all workers assigned to work at the James Bay project and remote sites	C-6, C-7, C
D RESIDENTIAL	Construction of buildings or groups of contiguous buildings, including facilities and equipment physically attached or not to these buildings or not, in which at least 85% of the area, excluding parking spaces, is used for housing and of which the number of floors above ground, excluding all part of the basement and seen from all sides of the building or group of buildings, does not	All work performed in this sector for light residential construction, namely, new construction of residential buildings for which the number of floors above ground, viewed from at least one facade and excluding all parking spaces, ranges from one to four. Light residential construction also includes the alteration, renovation, maintenance, and repair of existing buildings of one to six storeys.	R
	exceed six in the case of new buildings or eight in other cases.	All work performed in this sector for heavy residential construction, namely, new construction of residential buildings for which the number of floors above ground, viewed from at least one facade and excluding all parking spaces, exceeds four. Heavy residential construction also includes the alteration, renovation, maintenance, and repair of existing buildings of more than six storeys.	R-1
		Light or heavy residential construction/remote job sites, James Bay region, and hydroelectric sites located north of the 55th parallel, including the Grande-Baleine project.	R-2

CODE	STATUS	CODE	STATUS
A.	Voluntary contribution* (with social benefits) Person employed as a manager by an employer and who is not an administrator or the designated representative. This person does not perform construction work OR Person who temporarily does non-assessable work These individuals must have already participated in social benefits as employees	F. Н.	Salaried administrator – article 19.1 (with social benefits) A person who is not the designated representative and who performs construction work for the profit of the corporation or partnership is deemed to be its employee. Union association* (with social benefits, insurance, pension) Person who performs union functions within an
В.	Casual employee (without social benefits) Person who holds a casual employee card and who usually works elsewhere than in construction. This person may be called upon, in the normal course of his or her job, to work within or outside of the field of application of the statute, occasionally or at regular intervals.	I.	association or a representative association. Union association* (with insurance only) Person who performs union functions within an association or a representative association. Union association* (with pension only)
C.	Independent contractor (without social benefits) An individual (sole proprietorship) holding a trade contractor licence, who performs work** for others and without the help of an employee. OR A corporation or partnership holding a trade contractor licence, for which only the designated representative performs work** for others and without the help of an employee.	L. R.	Person who performs union functions within an association or a representative association. Presence on the job site (with social benefits) Employers covered by schedules E-1 to E-4 and G-1 to G-3 must declare the presence on a job site on a separate line in the monthly report. Constitution of the hours reserve (without social benefits) See section 19.04 of the collective agreement
E.	Designated representative (registered as an employee – with social benefits) Person who has previously been named to the CCQ by a partnership or a corporation. The firm declares the hours worked for the designated representative in the same way as for an employee.	S.	for the residential sector Worker in the light and heavy residential sector. Use or liquidation of the hours reserve (with social benefits) See section 19.04 of the collective agreement for the residential sector Worker in the light and heavy residential sector.

- * If you have written A, H, I, or J in the STATUS column, this represents a voluntary contribution to the social benefits plan.
- ** Construction work covered under the present Act, if this licence concerns the subcategories heavy machinery contractor or excavation and earthworks contractor; maintenance, repair, and light renovation work covered in the present Act, if this licence concerns any other subcategory.

	TABLE C — WORK REGION CODES								
CODE	REGION	CODE	REGION						
00	Outside of Québec	07	Estrie						
01	Îles-de-la-Madeleine	08	Greater Montréal						
02	Bas-Saint-Laurent–Gaspésie	09	Outaouais						
03	Saguenay–Lac-Saint-Jean	10	Abitibi–Témiscamingue						
04	Québec City	11	Côte-Nord / Nunavik						
06	Mauricie–Bois-Francs	13	Baie-James						

	TABLE D — CODE	S FC	OR TRADES, SPECIALITIES AND	oc	CUPATIONS
Code	Trade, speciality or occupation	Code	Trade, speciality or occupation	Code	Trade, speciality or occupation
110	Bricklayer-mason	605	Apprentice lineman	731	T lineman
130	Insulator	606	General helper (lineman)	732	Fuser (fibre optics, transmission)
140	Tile setter	607	Labourer (roofing)	733	A Lineman (distribution)
160	Carpenter-joiner	608	General helper (roofing)	735	B Lineman (distribution)
168	Deep foundation layer	609	Labourer, masonry	737	C Lineman (distribution)
174	Flooring specialist sander Boiler maker	610 611	Labourer, underground conduits Labourer, concrete and asphalt sawing	738 739	Lineman 4th class (distribution) Cable puller
200	Cement finisher	612	Labourer, air-duct maintenance	743	Pump and compressor operator (windmills)
210	Roofer	613	Assembler (lineman)	745	Generator operator
220	Electrician	614	Labourer (scaffolding)	747	Pump and compressor operator (including
	Security systems installer	616	Blaster (lineman)		line pump)
230	Tinsmith	617	Blaster (driller)	749	Stationary/portable mixing plant operator
240	Reinforcing steel erector		Leader, cable-puller team - transportation	751	Diver
255	1 1 1 ' ' '		Leader, cable-puller team - distribution	752 753	Diver (class 2) Asphalt scraper
257	Concrete pump operator (mast under 42 m) Crane operator – Class A (first man)	620	Leader, cable-puller team - communications	761	Welder
264 265	Crane operator — Class A (first man - viaduct)	621 622	Labourer (initial maintenance and clean-up) Blaster – Class 2	762	Welder (lineman)
266	Crane operator — Class A – (second man)	625	Steam boiler fireman	763	Heavy equipment welder
267	, ,		Steam boiler fireman— Class IV	765	Pipe welder
	(second man - viaduct)	627	Asphalt plant operator	767	Pipeline welder
268	Crane operator – Class B	629	Clerk	769	Boiler maker welder
269	Crane operator – Class B (viaduct)	642	Truck driver – Class AA	771	Distribution welder
272	Elevator mechanic (with A. S.)	643	Truck driver – Class A	773	Ironworker welder
273	Elevating platform installer (with A.S.)	644	Truck driver – Class B	775 776	Surveyor
274	Elevator mechanic (without A. S.)	645	Truck driver – Class C	778	Surveyor (lineman) Surveyor (lineman) (class 2)
275 280	Elevating platform installer (without A.S.) Millwright	646 647	Truck driver (communications network) Truck driver (digging)	779	Heavy equipment serviceman
290	Heavy equipment mechanic	655	Truck driver (digging) Truck driver (lines)	781	Labourer (pipeline)
304	Ironworker	659	Stone-crusher operator	783	Labourer (underground worker)
310	Erector-mechanic (glazier)	665	Operator, heavy machines	785	Heavy equipment tire and body repairman
311	Installer, mirrors and display cases	666	Operator light and medium-weight machines	787	Gas fitter
312	Installer mechanic, doors and windows	668	Heav.Equip./Mach.Driv./OpAll (E-4)	791	Pipe setter (line installation)
313	Erector-mechanic (glazier–garage doors)	669	Heav.Equip./Mach.Driv./OpNetwork (E-4)	792	Heavy equipment operator (lines)
324	Spreader operator	670	Heav.Equip./Mach.Driv./Op. (E1-E3)	793	Carpenter-joiner (lines)
326	Grader operator	683	Splicer	794 796	Electrician (line installation) Reinforcing steel erector (line installation)
331	Excavator operator – Class A Roller operator – Class A		Splicer fuser Splicer fuser		Shovel operator (line installation)
337	Roller operator – Class B	693	Trimmer		Crane operator (line installation)
-	Tractor operator – Class A		Driller – Class 2	799	· · · · · · · · · · · · · · · · · · ·
339	Tractor operator – Class B		Driller		(line installation)
347	Shovel operator – Class AA		Driller (casings)	804	Labourer (decontamination) – Class 2
348	Shovel operator – Class A		Driller (lineman)	805	Labourer (roofing) – Class 2
349	Shovel operator – Class B		Post digging and installation (crew leader)	806	General helper (roofing) – Class 2
350	Painter	701	Watchman (60 hours/week)	807 808	Labourer, masonry – Class 2 Assembler helper – Class 2
352	Joint pointer (painter) Plasterer	707	Equipment and vehicle operator - slashers and backhoes (lines)	809	Storeman— Class 2
370	Joint pointer (gypsum wall board)	708	Equipment and vehicle operator (E2-E4)	810	Labourer – Class 2
380	Interior systems installer		Greaser-oiler	811	General helper (tile setter) – Class 2
390	Resilient flooring layer		Storeman	812	General helper – Class 2
412		713	Labourer	813	Pump and compressor operator – Class 2
414	Heating systems installer		General helper (tile setter)	814	Welder – Class 2
416	Fire-protection mechanic	719	General helper	815	Heavy-equipment serviceman – Class 2
1	Refrigeration mechanic	721	Heavy equipment mechanic (lines)	816	Labourer (pipeline) – Class 2
500	Concrete former	723	Hoisting equipment operator – Class A	817 818	Underground worker (miner) – Class 2 Heavy equipment tire and body
538	Tractor operator – Class AA Labourer (decontamination)	724	Hoisting equipment operator — Class B A Lineman (transmission)	010	repairman – Class 2
601	Tensioner operator		B Lineman (transmission)		
603	Puller operator		C Lineman (transmission)		
604	Apprentice "T" erector		Lineman 4th class (transport)		
	••				