

Non-Construction Survey Instructions

Overview - The survey captures wage and benefit pay rates along with zone, travel and per diem pay for occupations in nonconstruction occupations. **Do NOT include employees in an approved apprenticeship program or other formal training programs. Do NOT include owners, management, supervisors, or office personnel not listed in the dropdown list of occupations.**

Occupation/Worker Type – There are 55 defined occupations related to nonconstruction that you will choose from in a dropdown field. Please select all the various occupations that your company pays for the identified type of nonconstruction service you perform. Depending on your scope of work performed you may have a limited number of occupations, or you may have many different occupations to report.

Number of workers at this wage rate – Enter the number of employees paid at each different wage rate. It is common that many times you will have multiple lines where the occupation is the same, but the wage rates and/or the district are different.

District – This refers to the worksite location. The state is divided into four prevailing wage districts. The map (below) will help you determine the correct district number. Please indicate all districts in which your company performed nonconstruction services, use multiple lines for multiple districts.

Wage per Hour - Enter the hourly wage paid to employees for each occupation. Report different wage rates for the same occupation on a separate line. Do NOT include any fringe benefits, incentive bonuses, or overtime in the hourly wage rate.

Benefit per Hour – Please show any bona fide benefits paid/contributed to approved plans, funds, or programs for each employee except those required by Federal or State Law (unemployment tax, workers' compensation, income taxes, Social Security contributions, etc.). This only includes the **employer's contribution** to the following benefits: health insurance, life insurance, pension or retirement, vacation, and the costs of defraying apprenticeship or other programs. As with wage rates, report differing benefit rates for the same occupation on a separate line.

How to calculate HOURLY benefit amounts (Examples):

Health and Life Insurance Example – Employer cost of providing health and life insurance is \$500.00 per month and the employee is full-time.

$\$500.00/\text{month} \times 12 \text{ months} = \$6,000.00/\text{year}$
 $\$6,000.00/2080 \text{ Hours/year} = \$2.89/\text{Hour}$

Pension Example – Employer contributes 7.96% of employee’s hourly wage to the employee’s pension plan. Employee makes \$35.00/hour.

$$\text{\$35.00/Hour} \times 7.96\% = \text{\$2.79/Hour}$$

401K Example – Employer has a 401K plan and contributes 20% of what an employee contributes. Employee makes \$35.00/Hour and contributes 10% of their hourly wage.

$$\text{\$35.00/Hour} \times 10.0\% = \text{\$3.50/Hour (Employee contribution)}$$

$$\text{\$3.50/Hour} \times 20\% = \text{\$0.70/Hour (Employer contribution)}$$

Vacation and Sick Leave Example – Employee accumulates 2 weeks of vacation and 1 week of sick leave in the calendar year. Employee makes \$35.00/Hour and is full-time.

2 weeks of vacation and 1 week of sick time = 3 weeks = 120 Hours of total leave time

$$120 \text{ Hours} \times \text{\$35.00/Hour} = \text{\$4,200.00}$$

$$\text{\$4,200.00} / 2080 \text{ Hours} = \text{\$2.02/Hour}$$

Zone Pay - an amount added to the base pay; the combined sum then becomes the new base wage rate to be paid for all hours worked on the project. Zone pay must be determined by measuring the road miles one way over the shortest practical maintained route from the dispatch city to the center of the job. **Zone pay should be expressed in terms of adding to base wage pay.** For example: 0-30 miles = Base Pay, 31-60 miles = base pay + some amount per hour, over 60 miles = base pay + some other amount per hour. You will be asked first if you pay zone pay for each occupation you list and if you do you will be given a text box to type in the zone pay your company pays.

Travel Pay - also referred to as “travel allowance”, is and must be paid for travel both to and from the job site, except those with special provisions listed under the classification. The rate was determined by measuring the road miles in one direction over the shortest practical maintained route from the dispatch city or the employee's home, whichever is closer to the center of the job. **Travel pay is most often expressed as an amount per mile.** Again, you will be asked first if you pay travel pay for each occupation you list and if you do you will be given a text box to type in the travel pay your company pays.

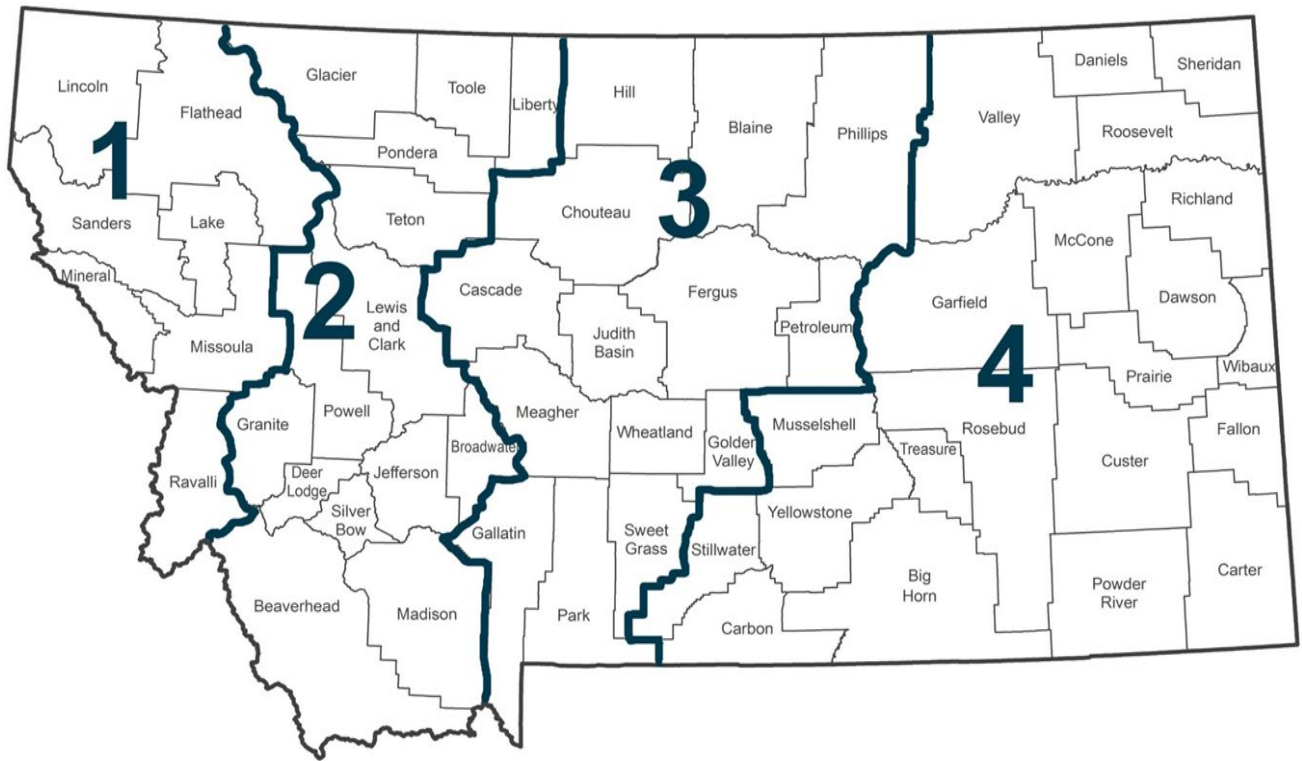
Per Diem Pay - Per Diem typically covers costs associated with board and lodging expenses when the employee stays overnight in connection with the job. **Per Diem pay is most often expressed as an amount per day.** Again, you will be asked first if you pay per diem pay for each occupation you list and if you do you will be given a text box to type in the per diem pay your company pays.

General comment on these other pays - We understand that companies pay these other pay types in a variety of ways (zone pay usually has a different range of miles or different hourly rates added to base pay, travel pay is seen expressed per mile, per day, flat fee amounts regardless of miles, etc., and per diem pay usually expressed as per day but with qualifiers

for specific cities in Montana such as a higher rate for Big Sky, etc.). As mentioned, you will have a large text box to input your method and rate for these pay types for each occupation type you declare. **If you pay the same rates for all occupations, you will have the opportunity to reduce your input by declaring the rate of pay in a single box when you pay the same rate for all occupations.**

See below for Prevailing Wage Districts and Nonconstruction Survey Occupations Descriptions

Montana Prevailing Wage Districts



Nonconstruction Survey Occupations

MAINTENANCE OF PUBLICLY OWNED BUILDINGS AND FACILITIES

ELEVATOR REPAIRERS - repair and maintain elevators, escalators and dumbwaiters, using hand tools, power tools, test lamps, ammeters, voltmeters and other testing devices. Determine and lay electrical connections from blueprints. Ensure that safety regulations and building codes are met.

MAINTENANCE AND REPAIR WORKERS (GENERAL) - Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of a building in repair. Duties may involve pipe fitting; HVAC maintenance; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

STATIONARY ENGINEERS AND BOILER OPERATORS - Operate or maintain stationary engines, boilers, or other mechanical equipment to provide utilities for buildings or industrial processes. Operate equipment such as steam engines, generators, motors, turbines, and steam boilers.

CUSTODIAL OR SECURITY SERVICES FOR PUBLICLY OWNED BUILDINGS AND FACILITIES

ENVIRONMENTAL SERVICES WORKERS - Environmental services workers conduct research or investigations to protect the environment or human health. They may collect, study, and report on data of air, food, water and other sources and then recommend action.

JANITORS AND CLEANERS - Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnaces and boilers, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

PARKING ENFORCEMENT WORKERS - Patrol assigned area, such as public parking lot or city streets, to issue tickets to overtime parking violators and illegally parked vehicles.

PARKING LOT ATTENDANTS - Park vehicles or issue tickets for customers in a parking lot or garage. May park or tend vehicles in environments such as a car dealership or rental car facility. May collect fee.

SECURITY AND FIRE ALARM SYSTEMS REPAIRERS - Install, program, maintain, and repair security and fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes.

SECURITY GUARDS - Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment.

GROUNDS MAINTENANCE FOR PUBLICLY OWNED PROPERTY

FALLERS - Use axes or chainsaws to fell trees using knowledge of tree characteristics and cutting techniques to control direction of fall and minimize tree damage.

FOREST AND CONSERVATION TECHNICIANS - Provide technical assistance regarding the conservation of soil, water, forests, or related natural resources. May compile data pertaining to size, content, condition, and other characteristics of forest tracts under the direction of foresters, or train and lead forest workers in forest propagation and fire prevention and suppression. May assist conservation scientists in managing, improving, and protecting rangelands and wildlife habitats.

FOREST AND CONSERVATION WORKERS - Under supervision, perform manual labor necessary to develop, maintain, or protect areas such as forests, forested areas, woodlands, wetlands, and rangelands through such activities as raising and transporting seedlings; combating insects, pests, and diseases harmful to plant life; and building structures to control water, erosion, and leaching of soil. Includes forester aides, seedling pullers, tree planters, and gatherers of non-timber forestry products such as pine straw.

FOREST EQUIPMENT OPERATORS - Drive logging tractor or wheeled vehicle equipped with one or more accessories, such as bulldozer blade, frontal shear, grapple, logging arch, cable winches, hoisting rack, or crane boom, to fell tree; to skid, load, unload, or stack logs; or to pull stumps or clear brush. Includes operating stand-alone logging machines, such as log chippers.

LANDSCAPING AND GROUNDSKEEPING WORKERS - Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units.

MATERIAL MOVING WORKERS (ALL OTHER) – (Illustrative Example: Bulldozer Operator, Freight Elevator Operator, Shovel Operator) - Material moving machine operators use equipment to transport objects. For example, some operators move goods around factories and storage areas or onto container ships. Others move construction materials around building sites.

MEDIUM TRUCK DRIVERS - Medium truck drivers transport goods from one location to another. Most medium truck drivers are short-haul drivers and operate trucks with a total weight not exceeding 26,000 pounds for the vehicle, passengers, and cargo. These drivers deliver goods over intercity routes that sometimes span several cities.

PEST CONTROL WORKERS - Apply or release chemical solutions or toxic gases and set traps to kill or remove pests and vermin that infest buildings and surrounding areas.

PESTICIDE HANDLERS, SPRAYERS, AND APPLICATORS (VEGETATION) - Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application on trees, shrubs, lawns, or crops. Usually requires specific training and state or federal certification.

TREE TRIMMERS AND PRUNERS - Using sophisticated climbing and rigging techniques, cut away dead or excess branches from trees or shrubs to maintain right-of-way for roads, sidewalks, or utilities, or to improve appearance, health, and value of tree. Prune or treat trees or shrubs using handsaws, hand pruners, clippers, and power pruners. Works off the ground in the tree canopy and may use truck-mounted lifts.

OPERATION OF PUBLIC DRINKING WATER SUPPLY, WASTE COLLECTION, AND WASTE DISPOSAL SYSTEMS

HAZARDOUS MATERIALS REMOVAL WORKERS - Identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, or contaminated soil. Specialized training and certification in hazardous materials handling or a confined entry permit are generally required. May operate earth-moving equipment or trucks.

HEAVY AND TRACTOR-TRAILER TRUCK DRIVERS - Drive a tractor-trailer combination or a truck with a capacity of at least 26,001 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. Includes tow truck drivers.

LANDFILL ATTENDANTS AND EQUIPMENT OPERATORS - Operate scales, direct landfill traffic, tally load counts with waste management trucks, and other administrative functions to sustain landfill operations. Staff may operate a variety of refuse-moving and processing equipment.

RECYCLING AND RECLAMATION WORKERS - Collecting, sorting, categorizing and moving of recyclable materials and reclamation products from remote sites, transfer stations, or landfill containers into truck. May drive truck.

REFUSE AND RECYCLABLE MATERIAL COLLECTORS - Collect and dump refuse or recyclable materials from containers into truck. May drive truck.

SEPTIC TANK SERVICES AND SEWER PIPE CLEANERS - Clean and repair septic tanks, sewer lines, or drains. May patch walls and partitions of tank, replace damaged drain tile, or repair breaks in underground piping.

WATER AND WASTEWATER TREATMENT PLANT AND SYSTEM OPERATORS - Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater.

LAW ENFORCEMENT, INCLUDING CORRECTION AND DETENTION OFFICERS

CORRECTIONAL OFFICERS AND JAILERS - Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other points. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

POLICE, FIRE, AND AMBULANCE DISPATCHERS - Public safety telecommunicators, including *911 operators* and *fire dispatchers*, answer emergency and nonemergency calls and provide resources to assist those in need.

PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALISTS - Provide social services to assist in rehabilitation of law offenders in custody or on probation or parole. Make recommendations for actions involving formulation of rehabilitation plan and treatment of offender, including conditional release and education and employment stipulations.

FIRE PROTECTION

FIRE EXTINGUISHER REPAIRERS - Disassemble, re-assemble, maintain, and repair fire extinguishers and related equipment. Ensure that work is in accordance with relevant standards and codes.

FOREST FIREFIGHTERS (WILDLANDS) - Specially trained to control forest fires. Wildland firefighters frequently create fire lines, a swath of cut-down trees and dug-up grass in the path of a fire, to deprive a fire of fuel. They also use prescribed fires to burn potential fire fuel under controlled conditions. Some wildland firefighters, known as *smoke jumpers*, parachute from airplanes to reach otherwise inaccessible areas.

PUBLIC OR SCHOOL TRANSPORTATION DRIVING

BUS DRIVERS (SCHOOL AND SPECIAL CLIENT) - Drive a school bus to transport students or other special clients. Ensure adherence to safety rules. May assist students in boarding or exiting.

BUS DRIVERS (TRANSIT AND INTERCITY) - Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets.

LIGHT TRUCK AND DELIVERY SERVICE DRIVERS (INCLUDES VAN DRIVERS) - Drive a light vehicle, such as a truck or van, with a capacity of less than 26,001 pounds Gross Vehicle Weight (GVW), primarily to pick up merchandise or packages from a distribution center and deliver. May load and unload vehicle.

NURSING, NURSE'S AID SERVICES AND MEDICAL LABORATORY TECHNICIAN SERVICES

BREATH ALCOHOL TECHNICIANS – Set up and maintain equipment to perform routine breathalyzer tests for the measurement, documentation, and confirmation of test results to parties authorized to order said test.

CLINICAL LABORATORY TECHNOLOGISTS AND TECHNICIANS - Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train other staff.

EMERGENCY MEDICAL TECHNICIANS AND PARAMEDICS - Administer basic or advanced emergency medical care and assess injuries and illnesses. May administer medication intravenously, use equipment such as EKGs, or administer advanced life support to sick or injured individuals. Includes "Emergency Medical Technicians"

HOME HEALTH AND PERSONAL CARE AIDES - Monitor the health status of an individual with disabilities or illness, and address their health-related needs, such as changing bandages, dressing wounds, or administering medication. Work is performed under the direction of offsite or intermittent onsite licensed nursing staff. Provide assistance with routine healthcare tasks or activities of daily living, such as feeding, bathing, toileting, or ambulation. May also help with tasks such as preparing meals, doing light housekeeping, and doing laundry depending on the patient's abilities. Includes Personal Care Aids.

LICENSED PRACTICAL NURSES - Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

MEDICAL ASSISTANTS - Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by a physician.

NURSE PRACTITIONERS - Diagnose and treat acute, episodic, or chronic illness, independently or as part of a healthcare team. May focus on health promotion and disease prevention. May order, perform, or interpret diagnostic tests such as lab work and x rays. May prescribe medication. Must be registered nurses who have specialized education.

NURSING ASSISTANTS - Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks. Includes nursing care attendants, nursing aides, and nursing attendants.

ORDERLIES - Transport patients to areas such as operating rooms or x-ray rooms using wheelchairs, stretchers, or moveable beds. May maintain stocks of supplies or clean and transport equipment.

PHYSICIAN ASSISTANTS - Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistants.

REGISTERED NURSES - Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes Clinical Nurse Specialists.

MATERIAL AND MAIL HANDLING

FREIGHT, STOCK, AND MATERIAL HANDLERS - Manually move freight, stock, luggage, or other materials, or perform other general labor. Includes all manual laborers not elsewhere classified.

FOOD SERVICE AND COOKING - Food and beverage serving and related workers take and prepare orders, clear tables, and do other tasks associated with providing food and drink to customers.

COOKS (INSTITUTION AND CAFETERIA) - Cooks, season, and prepare foods, including soups, salads, entrees, and desserts.

FOOD SERVICE WORKERS (CAFETERIA WORKERS) - Food preparation workers perform a variety of tasks other than cooking. Their duties include preparing cold foods, slicing meat, peeling and cutting vegetables, brewing coffee or tea, and doing many other food service tasks.

MOTOR VEHICLE AND EQUIPMENT REPAIR AND SERVICING

AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS - Automotive service technicians and mechanics, often called *service technicians* or *service techs*, inspect, maintain, and repair cars and light trucks.

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS - Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.

CONSTRUCTION EQUIPMENT MECHANICS - Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and mining.

APPLIANCE AND OFFICE MACHINE REPAIR AND SERVICING

APPLIANCE MECHANICS - Repair, adjust, or install all types of electric or gas appliances, such as refrigerators, washers, dryers, and ovens.

COMPUTER, AUTOMATED TELLER, AND OFFICE MACHINE REPAIRERS - Repair, maintain, or install computers, word processing systems, automated teller machines, and electronic office machines, such as duplicating and fax machines.

COMPUTER USER SUPPORT SPECIALISTS - Computer support specialists assist computer users and organizations. These specialists either maintain computer networks or provide technical help directly to computer users.