



UNION JOB DESCRIPTION

TITLE: Line Inspector

DEFINITION:

Inspects work performed by contract crews for quality and compliance with all District construction requirements. Conducts maintenance inspections of the District's existing overhead and underground electrical system. Provides project level review and consultation to District engineering staff on issues related to the construction, operation and maintenance of the electrical system. This position is under the direction of the Construction Superintendent.

DISTINGUISHING CHARACTERISTICS:

This position also performs the duties of Lineman, Outside Serviceman, or Line Foreman when not performing inspection duties or in emergency and storm situations. The Line Inspector must be available for regular duties and must decline an overtime call-out if the call-out interferes with Line Inspector duties and cannot return to such duties during normal working hours. This also applies to the Assistant Line Inspector when filling in for the Line Inspector position. Assistant Line Inspector positions will be filled from job applicant list by seniority when qualified.

BASIC RESPONSIBILITIES:

1. Inspects work performed by contract crews working for the District on Public Works Contract projects, Small Works Contract projects, and customer-constructed developments, ensuring that work performed complies with District contract specifications and drawings, construction standards, safety standards, and all other applicable regulations; document and report all violations of safe working practices as defined by Washington Administrative Code 296-45 and the District's safety standards enforceable per contract specifications.
2. Interacts with contractor's General Foremen and Foremen, customers, developers, government officials, and/or District employees as necessary to complete assignments.
3. Provides first level review and approval of all contractor requests for switching and clearances to the District's Energy Control Center (ECC); acts as a liaison between the contractor and the District, as required, for coordination with ECC; provides assistance to ECC and other District departments as required to validate the existing status of the electrical system for processing switching and clearance requests.
4. Validates, as appropriate, District materials issued to contractors and approve additional material requests submitted by the contractor; acts as a liaison between the contractor and the District, as required, to evaluate and process the issue and return of District materials; coordinate the timely delivery of additional materials to the job site and deliver small materials items when schedules necessitate.
5. Attend all project related meetings as required by the District including pre-bid, pre-construction, and project status meetings, among others.
6. Provides regular communication to District Project Leaders, Project Engineers and Construction Superintendent, reporting contractor progress and performance; assist Project Leaders, as required, with the evaluation of installed bid units, and all changes during construction; review and sign-off on all Field Work Authorizations; provides documented "punch lists"; attends walk-through inspections with the contractor and Project Leader, as requested; reviews and signs-off on project as-built drawings provided by the contractor; participates in project After Action Reviews and contractor evaluations, as requested; completes inspection forms, reports and documentation, as requested.

BASIC RESPONSIBILITIES: (continued)

7. Maintains positive customer relations during the course of work; acts as an on-site liaison for customers during construction, addressing questions and concerns regarding the nature of the construction as well as timelines, outages, access issues, etc.; where appropriate obtain permission from customers regarding access to work sites via private property.
8. Reads and interprets project construction drawings and specifications, contract documents, District electrical system as-built drawings and schematics, District Construction Standards and Guidelines, District Switching & Clearance Procedures.
9. Provides District engineering staff documented input on proposed system designs as related to the constructability and cost effectiveness of the proposed system as well the efficiency and safety of its long term operation and maintenance.
10. Participate, as requested, in District training programs for engineering staff as related to the teaching of line construction concepts; provide ad-hoc consultation to contractors to clarify the District's construction standards and practices.
11. Conduct patrols of the District's overhead power lines and Rights-of-Way, as directed by the District; complete electronic and/or hard copy inspection forms and requests for engineering, maintenance, and/or tree trimming, as required, to remedy identified problems.
12. Conduct maintenance inspections of the District's underground distribution lines, equipment and vault rooms; validate as-built information on existing underground schematics and as-built drawings; complete electronic and/or hard copy inspection forms and red-line drawings to the District's GIS/Maps & Records/Drafting department; complete requests for engineering/maintenance as required to remedy identified problems.
13. Perform switching for contract crews when District Servicemen are not available and during periods outside normal working hours such as overtime.

OTHER RESPONSIBILITIES:

1. Whenever possible, protects against damage to District, public and private property, reports any damage to the District in a timely manner.
2. Performs duties as a Lineman, Outside Serviceman, or Line Foreman.
3. Completes time slips daily and submits them to the Construction Superintendent.
4. Keeps a diary of daily activities for future reference regarding damage claims, contractor performance, incident investigations, etc.
5. Follows applicable safety rules contained in the District's Accident Prevention Manual.
6. Actively participates, as requested, in District meetings and on District committees such as Joint Safety, Switching & Clearance, and Overhead & Underground Standards committees.
7. Participates, as requested, in District pilot projects to evaluate new technologies, tools, personal equipment, etc. as related to line work or Line Inspection functions.
8. Attends all District required training as directed by the District.
9. Uses District electronic communications and technologies as they are incorporated by the District into the job functions; fully participates in District-provided training in the use of District electronic communications and technologies, as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Applicable District Practices, procedures, policies and agreements of the District (including but not limited to Construction Standards, Electrical Service Requirements, Collective Bargaining Agreement, Crew Structure, District's Accident Prevention Manual; WAC 296-45; Switching & Clearance Procedures, District's Joint Use agreements as related to construction practices etc.).
- Tools, materials, and equipment of the trade.
- Construction and maintenance practices/methods related to overhead and underground line work.
- CPR, First Aid card, Pole Top, Vault Rescue and other required District safety training.
- Highways, roads, and areas in Snohomish County enabling travel from job site to job site in the most expeditious manner possible.

Ability to:

- Interact and effectively communicate verbally and in writing, with customers, government officials, contractors, and District employees as necessary to complete assignments.
- Begin and end work shift at personal residence based on taking a District vehicle home.
- Proficiently use District-supplied electronic equipment such as computer, printer, pager, radio, cell phone, etc.
- Understand and complete District forms (hard or electronic copy) as related to line inspection and maintenance, safety, and administration.
- Identify, analyze, and resolve problems.
- Direct the work of others.
- Apply applicable District policies, procedures, and agreements.

Education/Experience:

- Minimum of five (5) years' District Journeyman Lineman experience involving overhead and underground work.
- Must be current Assistant Line Inspector Pool Employee who has completed required training.

License or Certification:

- Valid Journeyman Lineman card.
- Valid Washington State Commercial Driver License (Class A).
- Valid First Aid card.

WORKING CONDITIONS:

- Work is performed in an outdoor environment in varying weather conditions.
- Required to sit for long periods of time while driving a District vehicle.
- Employees risk physical hazard from energized equipment circuits.
- Must be able to climb poles and work at heights in excess of 100 feet.
- Must be able to lift and carry heavy equipment and materials in excess of 65 pounds.
- Must be able to perform rescue operations, including Pole Top and Vault Rescue.
- Must be able to work long hours as storm conditions dictate.
- Subject to 24-hour call-out for emergency conditions.