



UNION JOB DESCRIPTION TITLE: SUBSTATION INSPECTOR

DEFINITION:

Inspects work performed by civil contractors for quality and compliance with all District construction requirements involving substation civil construction work. Coordinates with the civil contractor and District consultants for inspections and testing, District crews, and inspectors from agencies with jurisdictional authority throughout the construction period. This position is under the direction of the Substation Construction Manager, Substation General Foreman, and when performing inspection duties, acts under the direct supervision of the Engineer, exercising their authority, as delegated.

DISTINGUISHING CHARACTERISTICS:

When not performing the duties of Substation Inspector, this position will perform the duties of prior job classifications (Relayman, Wireman or Wireman Foreman) in scheduled overtime, call outs, emergency situations and other duties as assigned. The Substation Inspector must be available for regular duties and must decline any overtime call-out if the call-out interferes with Substation Inspector duties and cannot return to such duties during normal working hours. Substation Inspector positions will be filled from job applicant list by seniority when qualified.

BASIC RESPONSIBILITIES:

1. Inspects work performed by civil contractors working for the District on Public Works Contract projects and Small Works Contract projects ensuring that work performed complies with District contract specifications and drawings.
2. Act as the engineer's field representative for substation civil construction projects to oversee and ensure that all construction work and materials conform with the design, specifications, and the contract terms. When providing civil construction oversight, this position acts under the direct supervision of the civil engineer in general accordance with WAC 196-25-070 and exercises the civil engineer's authority as delegated by the engineer for the supervision of construction defined in RCW 18.43.020(8). Must understand the duties, responsibilities, limit of authority, and who has ultimate decision authority for any given situation.
3. Daily substation civil construction coordination and oversight activities include reading and interpreting plans and specifications; observing the work and materials and identifying any problems or defects; documenting construction progress with daily activity reports and site photographs; reviewing material submittals and confirming materials used match the submittals; tracking unit price pay items; reviewing progress payment applications; maintaining a copy of construction drawings showing changes (redlines); coordination with the general contractor, civil engineer, architecture and engineering consultants performing special inspections and testing, and agency inspectors from various jurisdictions (e.g., city, county, state).
4. Coordinate and oversee architecture and engineering consultants performing special inspections and testing during the substation civil construction work, including but not limited to geotechnical construction inspection and material testing; reinforced concrete placement and strength testing; grounding; landscaping and irrigation system installation and testing. Review all consultant inspection and test reports to ensure results meet specifications.

5. Interacts with contractor's General Foremen, Foremen, customers, government officials, and/or District employees as necessary to complete assignments.
6. Validates, as appropriate, District materials issued to contractors.
7. Attend all project related meetings as required by the District including pre-bid, pre-construction, and project status meetings, etc.
8. Provides regular communication to District project leaders, project Engineers, Substation Construction Manager, and Substation General Foreman reporting contractor progress and performance; assist project leaders, as required, with evaluation of installed bid units, and all changes during construction; provides documented "punch lists"; attends walk-through inspections with contractor and project leader, as requested; reviews 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.
9. Maintains positive customer relations during the course of work. Requires excellent coordination and communication skills with contractors, tradespeople, engineers, linemen, wiremen, engineering consultants, and jurisdictional (city, county, state) representatives.
10. Reads and interprets project construction drawings, specifications, and contract documents.
11. Participate, as requested, in District training programs for engineering staff as related to the teaching of substation civil construction concepts.
12. Validate as-built information on as-built drawings.

OTHER RESPONSIBILITIES:

1. Whenever possible, protects against damage to District, public and private property, and reports any damage to the District in a timely manner.
2. Keeps a diary of daily activities for future reference regarding damage claims, contractor performance, incident investigations, etc.
3. Follows applicable safety rules contained in the District's Accident Prevention Manual.
4. Actively participates, as requested, in District meetings.
5. Participates, as requested, in District pilot projects to evaluate new technologies, tools, personal equipment, etc. as related to substation work or substation inspection functions.
6. Attends all District required training as directed by the District.
7. 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:

- Collective Bargaining Agreement.
- Crew Structure.

- District's Accident Prevention Manual.
- WAC 296-45.

MINIMUM QUALIFICATIONS (cont.):

- Switching & Clearance Procedures.
- Tools, materials, and equipment of the trade.
- Construction and maintenance practices/methods related to substation work.
- CPR, First Aid Card, Transformer Rescue, and other required District safety training.
- Highways, roads, and areas in Snohomish County enabling travel from job-to-job site in the most expeditious manner.
- Civil engineering plans and specifications, construction standards and methods, design standards, safety practices and codes.
- Knowledge of the materials and equipment used in the construction of civil infrastructure and land development.
- Basic land surveying – construction staking, horizontal and vertical control, maintaining lines and grade.
- Stormwater pollution prevention – construction stormwater management, erosion and sedimentation control best management practices.
- Site preparation – land clearing, grubbing, and stripping.
- Principles of earth construction – soil properties & classification, excavations, embankment construction, groundwater management, slope control, compaction, foundation preparation.
- Stormwater systems – open channel and closed pipe collection and conveyance, runoff control retention & detention systems, water quality treatment systems, and spill containment and control.
- Underground conduit and vault system.
- Principles of cast-in-place reinforced concrete – concrete forming, reinforcing steel, joints, concrete mixing, concrete placing, finishes, and curing.
- Fencing – chain link and/or other types of security fencing.
- Paving and surfacing – crushed rock and hot mix asphalt placement and compaction.
- Grounding system – ground grid installation, exothermic welding, and grounding well construction.
- Landscaping and irrigation system.
- Jobsite safety practices.
- Understanding of Public Works and Small Works Roster contracts including general conditions, exhibits, attachments, supplementary conditions, specifications, enclosures, drawings, etc.
- Basic contract administration – understanding the responsibilities of the parties under contract; knowing the authority delegated to the civil engineer's representative; change orders, differing site conditions, delay claims.

Ability to:

- Utilize basic principles, practices, methods, analysis, equipment, and techniques in the field of applicable technical discipline.
- Interpret, apply, and explain codes, regulations, policies, and procedures.
- Interact and effectively communicate verbally and in writing as necessary to complete assignments.
- Begin and end work shift at personal residence based on taking a District vehicle home (if upgrade duration is longer than one week or if it is a temporary bid).
- Proficiently use District-supplied equipment such as computer/iPad, printer, radio, smart phone, etc.

- Proficiency in the use of the latest technologies applicable and available at the District in performing assigned tasks and projects.
- Proficiency in the use of Cascade, Netviewer, Microsoft 365, Word, Excel, and Adobe software.
- Understand and complete District forms related to substation inspection and maintenance, safety, and administration.
- Identify, analyze, and resolve problems.
- Use independent and discretionary judgement.
- Train other department personnel in the area of expertise.
- Apply District policies, procedures, and agreements.

Education/Experience:

- Minimum of five (5) years as a District Journeyman, experience involving substation construction work.
- Pool Employee who has successfully completed the required training, and testing.
- High School diploma or equivalent.

License, Certification, and/or Testing:

- Valid WA State Driver's License with a good driving record.
- Valid Journeyman Wireman Card.
- Valid First Aid Card.
- Certified Erosion and Sediment Control Lead.
- nVent ERICO Cadweld Training Certification.

WORKING CONDITIONS:

- Duties are performed in both office and outdoor work environments in varying weather conditions.
- Required to sit for long periods of time while driving a District vehicle.
- Must be able to walk through a construction site with uneven surfaces and different surface types daily, as well as stand for an extended period of time.
- Employees risk physical hazard from energized equipment circuits.
- Must be able to lift and carry heavy equipment and materials in excess of 65 pounds.
- Must be able to perform rescue operations, including transformer rescue.
- Requires flexibility with work schedule. When providing construction oversight, this position will typically be required to match the contractor's work schedule (e.g., work 5x8's or 4x10's) and additional hours may be required as needed to ensure adequate oversight for key construction events such as pouring concrete, special inspections by architecture and engineering consultants, or similar.
- Must be able to work long hours as storm conditions dictate.
- Subject to 24-hour call-out for emergency conditions.