

BERGEN HILL TUNNELS

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The following notes in regard to the organization and duties of the various members of the staff are made tentatively at this time as a general guide, and will probably need modification more or less, from time to time, as the exigencies of the work necessitates.

The whole of the notes should be read by every member of the staff, so that all may have an intelligent idea of the duties of the other members as well as his own, and that all may properly co-operate in carrying on the work.

Please initial the last sheet of the original to show that they have been read and understood. Copies will be posted on the Bulletin Boards at each end.

The diagram attached shows the general organization proposed at this time.

THE RESIDENT ENGINEER will, as far as possible, give instructions in regard to construction directly to the Inspector of Conduits and Chief Inspectors. In his absence, and at such other times as may be necessary, they will be governed by the instructions of the Assistant Engineer in charge of construction. Should these instructions conflict at any time, the Inspector receiving them will call the attention of the Resident or Assistant Engineer to the fact at the earliest possible moment, in the meantime exercising common sense in regard to the course to be followed, always looking to the best interests of the work.

THE ASSISTANT ENGINEER IN CHARGE OF CONSTRUCTION will look after all construction in the field in the absence of the Resident Engineer, see particularly that all reports are properly and promptly made and records properly kept, issuing such instructions to the Inspectors from time to time as may be necessary to insure this. All office work in connection with the records, both of the construction and cost of same, will be directly under his supervision, and he will have general charge of all construction work in the absence of the Resident Engineer. He will see particularly that sufficient quantities of all materials needed for construction are delivered in time, reporting any deficiencies to the Resident Engineer, that they conform to the specifications and plans, and that a complete record of all deliveries and all other matters relating to these materials is kept.