

GENERAL INSTRUCTIONS

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 necessitate.

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 cooperate in carrying on the work. Please indicate 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 ASSISTANT ENGINEER WILL, AS FAR AS POSSIBLE, GIVE INSTRUCTIONS IN REGARD TO CONSTRUCTION DIRECTLY TO THE INSPECTOR OF CONDUITS AND CABLES IN OPERATION. 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'S WILL TAKE PRECEDENCE. PLEASE DRAW THE ATTENTION OF THE ASSISTANT ENGINEER TO THE FACT AT THE EARLIEST POSSIBLE MOMENT, IN THE MEANS OF COMMUNICATION AVAILABLE IN REGARD TO THE SOURCE TO BE FOLLOWED, SINCE LOOKING TO THE BEST INTERESTS OF THE WORK.

THE ASSISTANT ENGINEER IN CHARGE OF CONSTRUCTION WILL KEEP A RECORD OF ALL WORK DONE IN THE FIELD IN THE ABSENCE OF THE ASSISTANT ENGINEER, AND PARTICULARLY THAT ALL REPORTS ARE PREPARED AND PROPERLY FILED AND RECORDED PROPERLY. KEEPING SUCH INSTRUCTIONS TO THE INSPECTOR FROM TIME TO TIME AS MAY BE NECESSARY TO INSURE THAT ALL FIELD WORK IS CONNECTED WITH THE RECORDS, BOTH OF THE INSPECTION AND THAT OF THE CONSTRUCTION.

HE WILL HAVE GENERAL CHARGE OF ALL CONSTRUCTION WORK IN THE ABSENCE OF THE ASSISTANT ENGINEER. HE WILL SEE PARTICULARLY THAT SUFFICIENT QUANTITIES OF MATERIALS NEEDED FOR CONSTRUCTION ARE DELIVERED IN TIME, REPORTING ANY DEFICIENCIES TO THE ASSISTANT ENGINEER, AND THAT THEY CONFORM TO THE SPECIFICATIONS AND PLANS, AND THAT A COMPLETE RECORD OF ALL DELIVERIES AND ALL OTHER MATTERS RELATING TO THESE MATTERS IS KEPT.