

High Energy Quality Assurance Inspection Duties and Requirements.

This document is to give you an understanding of the duties and requirements for the position of High Energy Electrical Quality Assurance Inspector for the USACE. This position basically oversees the electrical contractor's production and evaluates this production against the contractual documents. We understand that overseeing production of high energy electrical construction as a Quality Assurance Inspector may be a new position for the IBEW member's, but I am confident there are no more knowledgeable professionals in the industry for this role. Our ideal candidate would have substantial experience working with USACE/ Bonneville and an understanding of basic computer software such as MS WORD.

The main challenge for this role is a familiarity with generating the supporting documents that are required for reporting production. Pacific CM is ready and willing to implement training for this documentation but at least a working knowledge of MS WORD, Excel, Outlook and Adobe is required.

Pacific CM employees are expected to operate at a high level of professionalism including maintaining their integrity at all times. This is an established principal at Pacific CM. Depending on the final acceptable billing rate from the USCAE Pacific CM is prepared to pay foreman wages with full benefits if possible.

Duties:

- Review all contractual documents including.
 - Be able to read and understand the Quality Management plan and all related documents
 - Project Plans and Supplemental Information
 - Special provisions, relevant code & standard specifications
 - Submittals, RFIs
 - Contractor contract
 - Maintain an awareness of the critical path, subcontractor performance and long lead items
 - **Training is available to describe these contractual documents in detail.**
- The deliverables for this position require the QA inspector to be proficient with Microsoft WORD software as well as a familiarity with MS outlook (email), Adobe (plans) and on occasion, MS Excel. Pacific CM will be implementing online testing to evaluate the applicant's proficiency with these software applications. **We are also prepared to supplement the qualified QA professional's ability with these software packages with additional training.**
Generate deliverable documents. This component of the work will utilize MS WORD, Excel, Outlook and Adobe Pro. A qualified High-energy QA Inspector must be proficient with these software packages in order to complete the daily workload and deliverable in a timely fashion. These documents may include:
 - Inspector Daily Report (IDR) with photographs
 - Project Red-Line drawings showing actual production installed on the pdf of the plan sheet.
 - Force Account Record (FAR) or Filed Construction Record (FCR) showing changes to production outside of the contractual documents (plans).
 - Measure and calculate all production quantities and validate with the contractor. This is to be performed at the end of every shift. Minimize quantity discrepancies
 - Collect and mark-up where applicable all delivery tickets

- Generate month-end quantity verification of contractors pay application.
- Generate punchlist
- These documents will be completed mostly in the field near the work operation. The quality of these documents are expected to be clear and concise with no spelling, punctuation or grammatical errors. **Pacific CM does have back office staff that can review, edit and continually work with the inspector to improve these deliverables.** These documents are our deliverables and our performance will be based on timeliness and accuracy. This is standard protocol and has been shown to be achievable.
Additional testing and training will be available for all Pacific CM employees. Continuing education is highly encouraged and the cost of such is compensated by Pacific CM.
- Have an active presence on site overseeing the contractors work.
 - Utilize a laptop or iPad to work on daily deliverables while on site.
 - Attend daily meetings with the RE, PM or lead CM
 - Attend weekly meetings
 - Constantly review the operations for potential safety issues
 - Constantly review the operations for potential environmental issues.

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“We have an upcoming opportunity for a high energy electrician to perform Quality Assurance inspections. Must be knowledgeable with High Energy construction contractual documents and proficient with Microsoft WORD” and other related software.”