

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Wildfire Safety Division		EFFECTIVE DATE
BRANCH/SECTION Wildfire Operations and Response		CLASS TITLE Utility Engineer
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento, San Francisco, Los Angeles
INCUMBENT (if know)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-200-3518-902
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under supervision of the Program and Project Supervisor of the Mitigation Branch, the incumbent is an entry to journey level engineer performing engineering tasks that require specialized knowledge and abilities pertaining to regulation of electric utilities.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)	
	<u>ESSENTIAL FUNCTIONS:</u>	
30%	Assist in review and evaluation of electric utilities' annual wildfire safety measures, including the utility's assessment and prioritization of wildfire risks and how the utility measures and evaluates the effectiveness of its wildfire safety strategies and programs. Compare utilities' plans, and their identification and treatment of unique challenges in their service territories, including specific risk factors and climatological conditions pertaining to each service territory.	
20%	Investigate wildfire and de-energization related accidents and service interruptions electric transmission and distribution systems, communication systems, and electric generating facilities. Analyze companies' records and practices, including their inspection and maintenance programs. Evaluate the companies' compliance with applicable wildfire safety regulations. Review electric utility compliance reports and develop analysis reports and appropriate recommendations for enforcement action.	
20%	Work with consultants, the California Department of Forestry and Fire Prevention (CAL FIRE), other state and federal agencies, manufacturers, and other fire and climatology experts, to identify physical and environmental conditions associated with the potential for utility-associated wildfires. Assess mitigation measures, industry best practices, environmental conditions and their impacts on the risk of utility-caused wildfire ignitions. Evaluate wildfire risks, mitigation strategies, and climatological and other factors that may be unique to specific utility service territories or regions of the State.	
20%	Work on engineering issues involving wildfire safety risks associated with electric utility infrastructure as assigned. Make recommendations on safety and reliability issues, policies, best practices, and regulations related to electric utility infrastructure.	
10%	Perform other duties as assigned.	

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MARGINAL FUNCTIONS:

Other job-related duties as required.

KNOWLEDGE AND ABILITIES [From Class Specs]

Knowledge of: Engineering fundamentals, terminology, and economics; materials and methods of engineering construction; engineering mathematics and computer application to engineering problem-solving; physical properties of transportation and stationary utilities and standards of safety, service, and reliability; trends, issues, State and Federal requirements, and basic court decisions affecting public utilities and transportation regulation.

Ability to: Make engineering computations; analyze engineering data; reason logically, creatively, and utilize a variety of analytical approaches to resolve regulatory problems; develop and evaluate alternatives; communicate effectively; prepare reports, correspondence, safety oversight plans, and exhibits; consult with and advise administrators, decision-makers, or other interested parties on a broad range of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Dress appropriately for a business/government environment.
- Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion.
- Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business need.
- The incumbent may be required to travel, including overnight stays, and on occasion required to work unusual hours.
- Ability to handle stressful situations, including working on a site of a major safety incident.
- Work outdoors including summer and winter environments.
- Ability to perform functions that include stooping, bending, squatting, reaching, bending, walking long distances, driving.
- Ability to walk long distances over rough terrain in the field, climb stairs and in and out of underground structures, work in confined areas containing energized facilities, work at heights, work outside during abnormal or extreme weather conditions.
- Occasional travel throughout the state of California may include overnight, weekends and several days at a time.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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