

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Rail Safety Division		EFFECTIVE DATE
BRANCH/SECTION Railroad Operations Safety Branch		CLASS TITLE Associate Railroad Equipment Inspector, PUC
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Central Region – Home based
INCUMBENT (if known) Vacant		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-437-3934-955
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 direction of a Senior Transportation Operations Supervisor (STOS), a MP&E Inspector performs the following duties: will work on a variety of projects in the field of railroad equipment within a systems safety framework. Tasks may include field surveys and investigations, routine or focused inspections of railroad common carriers, research and analysis to evaluate railroad safety policies and existing regulations governing railroad equipment, operations, and other work as required. The incumbent has an assigned inspection territory and works predominantly in the field; therefore, for effective and economical time management, the incumbent has a home office in his/her territory. However, he/she will be available for other statewide assignments and/or tasks, as deemed necessary.		
% 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. <i>(Use additional sheet if necessary)</i>	
	ESSENTIAL FUNCTIONS:	
60%	Conducts railroad locomotive and equipment compliance surveys to verify safety of equipment operated by railroad carriers, including shop facilities inspections, records inspections, compliance with all applicable Code of Federal Regulations (CFR); State General Orders and Public Utility Codes; braking system observations, single car air test observations, blue flag employee protection inspection, noise level tests with violation reports being submitted through channels for further handling.	
10%	Systems integration – Participates and contributes to diverse and laterally integrated workgroups focused on the development of strategic safety analysis and initiatives. Attend training relevant to federal certification in addition to state training, conference calls or special assignments as scheduled, and formulate relevant criticisms or recommendations that will foster continuous improvement. This includes annual FRA training.	
10%	Safety reports – Creates or assists in the preparation of reports including state or federal inspections, railroad safety special audit reports, the verification of state and/or federal databases for accuracy, data solicited from railroads or inter-governmental agencies, compilation of accident data and the creation of final accident or complaint investigation reports comprised of technical analysis, maps, graphs, charts and photographic documentation, conclusions and recommendations.	
10%	Investigates complaints from railroad employee unions and the general public, resulting in informal resolutions, federal citations, or recommendations for Commission corrective action.	
5%	Responds to railroad accidents defined in General Order 22-B, Supervisor and Federal notification guidelines for on-scene expert analysis.	

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5%	<p><u>MARGINAL FUNCTIONS:</u> Perform other work-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES</u> [From Class Specs]</p> <p>Knowledge of: Freight car inspection, freight car maintenance methods, freight car equipment and general railroad safety; proper corrective action to be taken in order to bring freight cars into compliance with the Federal Railroad Freight Car Safety Standards.</p> <p>Ability to: Determine unsafe mechanical and structural problems in freight cars, rolling stock, and other railroad equipment; understand railroad maintenance standards and detect deviations therefrom; examine records and make inspections of freight cars to determine compliance with Federal Railroad Freight Car Safety Standards; conduct investigations of railroad accidents and write clear and concise reports; compile and analyze data.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Required to wear proper safety gear, such as hard hat, safety vest, safety glasses, and appropriate footwear. • Critical thinking skills for accident investigations and root cause analysis. • Ability to walk up to one mile at a time. • Work environment: active rail yard and main lines where equipment is moving. • Report to the Sacramento/Natomas CPUC office, as the headquarters location. • Position subject to DMV Pull Notification. • Expected to travel to inspection points - overnight stays, occasionally for several days at a time; and/or drive over 100 miles on short notice or during unusual hours. • Work outdoors; summer and winter environments. Work in a potentially dangerous railroad environment. • Stooping, bending, squatting, reaching, walking long distances, driving.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Gregory Dixon	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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