

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Safety and Enforcement Division		EFFECTIVE DATE
BRANCH/SECTION Gas Safety & Reliability Branch (South)		CLASS TITLE Utilities Engineer
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Los Angeles
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-735-3518-007
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 the supervision of the Senior Utilities Engineer Supervisor in the Gas Safety and Reliability Branch of the CPUC's Safety and Enforcement Division, incumbent performs duties independently or jointly as described below. Additionally, incumbent will be required to travel on a frequent basis including overnight stays and on occasions, required to work unusual hours on short notice. Occasionally, incumbent will be required to travel out of state to attend week-long training or conferences conducted by other gas regulatory agencies.		
% 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>	
	<u>ESSENTIAL FUNCTIONS:</u>	
25%	Conduct standard inspections, including review of written operations and maintenance plans, emergency response procedures, damage prevention programs, public awareness programs, operator qualification programs, and integrity management programs of jurisdictional gas operators, to ensure that the plans and procedures are developed and implemented in accordance with state and federal gas safety regulations.	
15%	Conduct investigations of gas incidents and review gas operator's gas safety practices to determine cause(s) of the incident and probable violation(s) of state and federal regulations.	
15%	Conduct construction inspections of gas transmission and distribution facilities including, but not limited to, review of the written construction procedures, welding and joining procedures, and operator qualifications to ensure compliance with state and federal gas safety regulations.	
15%	Prepare written reports of inspections and investigations conducted. Enter and update information in the corresponding GSRB database to reflect status and results of the inspections and investigations. Complete the required checklists and/or forms for assigned inspections and investigations.	
10%	Recommend and/or draft staff level citations and assess penalties for identified violation(s) of state and federal gas safety regulations.	
10%	Administrative duties include, but not limited to, attending and completing required state and federal trainings; completing agency required travel authorization forms, travel expense claims, and timesheets on time. Assist branch in the maintenance of vehicles such as obtaining service estimates, filling out required agency forms, and coordinating drop off/pick up of vehicles for maintenance or other service.	
5%	Participate in enforcement proceedings involving identified violation(s) of state and federal gas safety regulations. Conduct research prepare data requests and interrogatories; interview witness(es), prepare testimony and testify as an expert witness in enforcement proceedings and on other related gas safety issues. Prepare reports for the State Legislature on compliance issues and new legislation.	

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Perform other duties as assigned.</p> <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>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.</p> <p>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.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Work well in a team environment. • Proficiency in computer software such as Microsoft Word, Excel, Access, Power Point, and other applications. • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • On occasions, incumbent will be required to travel out of state to attend week-long training or conferences conducted by other gas regulatory agencies. • Dress appropriately for a business/government environment. • Dress appropriately for construction and maintenance environment, including use of Personal Protective Equipment. • Safely conduct inspections in a construction environment with open trenches, unpaved surface/terrain (wet and dry), woody areas, loud noise caused by equipment and/or machinery used, etc. • Climb in and out of underground structures. • Possession of valid California Driver's License, Class C required. • Drive long distance (as far as to the state border). • Drive a four-wheel drive truck with long bed. • On occasions, the incumbent will be required to work unusual hours. • Withstand extreme weather and temperature conditions.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE	
<p style="color: #00a086; font-size: small;">SUPERVISOR'S NAME (Print)</p> <p>Kan Wai Tong</p>	<p style="color: #00a086; font-size: small;">SUPERVISOR'S SIGNATURE</p>
	<p style="color: #00a086; font-size: small;">DATE</p>
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT	
<p style="font-size: x-small;">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.</p>	
<p style="color: #00a086; font-size: small;">EMPLOYEE'S NAME (Print)</p>	<p style="color: #00a086; font-size: small;">EMPLOYEE'S SIGNATURE</p>
	<p style="color: #00a086; font-size: small;">DATE</p>