

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Rail Safety Division		EFFECTIVE DATE
BRANCH/SECTION Railroad Operations & Safety Branch		CLASS TITLE Rail Safety Inspector-Supervisor, PUC
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Central Region – In Office (Field-Based)
INCUMBENT (if known) Vacant		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-137-3919-002
<p>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.</p>		
<p>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under administrative direction of the Program Manager, a Rail Safety Inspector- Supervisor performs these duties: coordinates and contributes to the incorporation tactical and strategic plans developed within the division and CPUC as a whole, plans the work and supervises the staff of the Rail Operations Safety Section he/she is assigned in matters relating to the regulatory enforcement and safe operation of railroads. The incumbent has an assigned region and oversees the work of inspectors in the field; therefore, for economical time management, the incumbent has a home office in or near his/her region. He/she will be available for other statewide assignments and/or tasks, as deemed necessary.</p>		
% 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>	
30%	Organizes, and directs the work of staff in the field conducting safety inspections of railroad track, equipment and repair facilities, operating practices, signal systems and the transportation of hazardous materials in accordance with California legislative mandates and the state participation agreement with the Federal Railroad Administration. Ensures adequate staff resources are applied to the inspection, enforcement, and development of CPUC orders concerning railroad safety.	
25%	Directs staff for on-site field investigations of accidents and/or complaints, as well as the analysis of data in order to make recommendations to the Commission or railroad management for the adoption of safe operating procedures and employee practices to prevent accidents. Provides input regarding railroad risk assessments, bringing expertise and knowledge from inspection and field observations to risk analyses and risk management efforts of the division.	
20%	Supervises branch administration, staff development and personnel matters, including budget and requisitions, training, and career development, hiring and promotional processes, performance reviews and discipline.	
10%	Reviews the preparation of exhibits involving technical railroad issues, provides testimony, and participates in formal proceedings before the Commission or other regulatory/adjudicatory venues Directs and/or conducts in-person negotiations with railroad general management and negotiates controversial issues on carrier operating standards and policies that arise between the management and the general public, elected officials or carrier employees.	
10%	Attends on-site field training relevant to achieving or maintaining federal certification and state General Order and PU Code enforcement requirements, special assignments as required and formulate relevant risk analysis and recommend corrective actions to CPUC that will foster continuous improvement.	

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5%	<p>MARGINAL FUNCTIONS: Performs other work-related duties as directed.</p> <p>KNOWLEDGE AND ABILITIES [From Class Specs]</p> <p>Knowledge of: Rail transportation functions, the organization of railroad or rail transit, shipper, and manufacturer companies, and standard industry rules for personal safety; railroad or rail transit rules, practices, record systems, and terminology common to operating and maintenance functions; and the scope and major requirements of all the federal railroad or rail transit safety laws and regulations. Possession of a technical knowledge and background that applies to the testing and inspection or maintenance of rail signal systems, and equipment, track, hazmat and operations and current technologies and their application to the rail industry; broad knowledge of all disciplines in rail industry; and enforcement processes and interaction with relevant agencies. The principles of personnel management, supervision, and training; the organization's mission, policies, principles and practices; the coordination of people and resources; the methods to effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</p> <p>Ability to: Read and comprehend written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad or rail transit systems, and similar materials; compose narrative reports of investigative findings that are clear, complete, and grammatically acceptable; analyze information and evaluate results to choose the best solution to solve problems; record data on standard report forms with a high degree of accuracy; apply federal, state, departmental and organizational policies and procedures; and maintain cooperative relations with those contacted in the course of work and establish and maintain project priorities; mediate between parties; review work; analyze data and make recommendations; lead, train or oversee inspectors in the field; and prepare, review and edit reports. Carry out the organization's mission, vision, values, policies, principles, practices and procedures; supervise technical personnel; plan, coordinate, and direct the activities of multi-disciplinary staff; develop and maintain collaborative relationships with other agencies and utilities to accomplish goals; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives.</p> <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Attention to detail, interpersonal skills, ability to process information quickly, good written and verbal communication skills. • Use of personal protective equipment (PPE) during field inspections. • Critical thinking skills for accident investigations and root cause analysis. • Ability to walk up to one mile at a time. • Stooping, bending, squatting, reaching, walking long distances, driving. • Work environment: understanding that an active rail yard and main line operations pose personal safety risks. • Work outdoors; summer and winter environments can pose personal safety risks. • Expected to travel to inspection points - overnight stays, occasionally for several days at a time; and/or drive over 100 miles with short notice or during unusual hours. • Report to the local CPUC headquarters office, as needed. • A valid California driver's license is required. • Position subject to DMV Pull Notification. 	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Vacant	SUPERVISOR'S SIGNATURE	DATE
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