

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Rail Safety Division		EFFECTIVE DATE
BRANCH/SECTION Rail Crossings and Engineering Branch		CLASS TITLE Utilities Engineer
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, Sac, LA - In-Office (Field-Based)
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-145-3518-001
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 Senior Utilities Engineer (Supervisor), the incumbent will be assigned one or more counties within California and will be the lead engineer for all rail crossing issues within that territory, including (but not limited to): evaluating applications and designs for new crossings and modifications to existing crossings, in the field investigating crossing incidents, resolving crossing maintenance concerns, ensuring compliance with state and federal requirements, and investigating complaints. The incumbent will be required to perform both office and in the field work, with occasional overnight travel. For economical time management, the incumbent has a home office in or near his/her territory.		
% 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: The incumbent -	
20%	Reviews and analyzes applications for constructing new or modification of existing railroad crossings for the purpose of making recommendations to the Commission and management regarding the Application, including the safety of the crossing and compliance with Commission General Orders and applicable codes. Analyzes and evaluates requests for rule variances and prepares resolutions for Commission consideration.	
20%	Conducts in the field safety inspections and on-site diagnostic reviews, with railroads and local agencies, of existing and new proposed rail crossings applications and General Order 88-B requests to evaluate whether proposed crossing configurations comply with the California MUTCD, CPUC General Orders, and CPUC policies.	
20%	Performs in the field investigations/reviews of highway-rail crossing incidents, to analyze and determine the circumstances of the incidents and evaluate the overall safety of a crossing and prevent future accidents.	
15%	Conducts in the field reviews at rail crossings as needed to evaluate crossing configurations or conditions responding to formal and informal complaints, quiet zones inquiries, crossing warning devices maintenance funds appropriations, and updating crossing inventories.	
10%	Administrative duties include, but are not limited to, attending and completing required training courses, completing agency-required travel authorization forms, travel expense claims, and time sheets on time. Assists branch in the maintenance of vehicles, including drop off/pickup of vehicles for service.	
5%	Participates in environmental document reviews to identify development impacts near rail crossings. Submits comment letters to environmental documents for projects within the territory.	
5%	Prepares for and testifies as an expert witness in formal proceedings before the Commission and other regulatory agencies, including for crossing applications, formal investigations, rulemakings, and formal complaints.	

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5%	<u>MARGINAL FUNCTIONS:</u> Performs other work-related duties as required. <u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i> 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. <u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u> • Safely conduct field investigations and meetings in hazardous environments, including rough terrain, weather extremes, loud noise, proximity to moving trains and equipment, etc., • Dress appropriately for working in the field, including proper use of Personal Protection Equipment. • 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. • Ability to drive state owned or rented vehicles. Frequent local travel. Occasional travel includes overnights, several days, and long distances (as far as the state borders). • Occasionally required to travel out of state to attend week-long training or conferences. • Possession of a valid California Driver's License, Class C is required. • Position subject to DMV Pull Notification.
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>	
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE
	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>	
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