

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Rail Safety Division		EFFECTIVE DATE
BRANCH/SECTION Rail Transit Safety Branch – Rail Transit Operations Safety Section		CLASS TITLE Rail Safety Inspector-Senior, PUC
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco, or Sac – In Office (Field-Based)
INCUMBENT (If known) Vacant		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-141-3921-955
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 general direction of a Rail Safety Inspector - Supervisor, the incumbent executes elements of the Commission's safety oversight responsibilities of rail transit and other fixed guideway systems. The incumbent will have general knowledge of all rail transit inspection disciplines. Incumbent will conduct or lead complex investigative and surveillance activities with respect to operation, inspections, and maintenance of rail transit agency and other fixed guideway systems. Incumbent will lead or perform comprehensive inspections and investigate general system safety to determine adequacy of system operations, inspection, and maintenance methods, investigate and make recommendations of proper corrective action to be taken in order to bring rail transit agency systems or equipment into compliance with applicable regulations, standards and associated rail transit agency plans and relevant procedures. The incumbent will lead audits/reviews of rail transit and other fixed guideway systems as necessary based on findings or trends that may be identified; reviews and confirms results of routine inspections and works with the other inspectors to finalize and issue their inspection reports, participate in investigations of rail transit agency and fixed guideway system accidents; assists in the preparation of reports and exhibits, and does other job-related work as required.		
% 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%	Works with staff on conducting field inspections and investigations and taking a lead role in major and more complex or controversial inspections, investigations, and complaints. Will coordinate activities of the various inspectors or direct certain investigation activities or data requests. May recommend reenactments or other RTA testing or analysis related to the matter at hand. Incumbent will lead/conduct inspections for all disciplines as part of accident investigations, and random announced or unannounced inspections.	
20%	Responds in the field to investigate railroad safety events (accidents), including derailments, collisions, runaway trains and other CPUC-reportable accidents. Participates in on-site safety and security reviews of rail transit agencies and other fixed guideway systems. Responds to complaints and other events reported by employees, whistleblowers, and patrons that witness perceived safety concerns. Participates in reviews and inspections of rail transit agency capital projects related to signal, rail crossings, and power systems to verify conformance with rules and regulations.	
15%	Incumbent will coordinate the work of rail transit inspectors in connection with safety oversight of both federal and state regulations. The Senior inspector receives, reviews, and works with the individual inspectors to finalize their inspection reports to clearly and concisely outline the scope of the inspection and any findings. The incumbent then issues the inspection reports to the transit or other fixed guideway system designated safety department personnel and tracks their status to completion. Monitors along with the individual inspectors, the rail transit agency implementation of corrective action plans developed in response to the investigations, audits, and inspections to assure the core findings are addressed. Coordinates the work of staff in conducting field inspections, studies, and other RTA meetings. Documents all activities, using RSSIMS, RTSB forms and procedures, and including generating meeting notes when necessary.	

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10%	While in the field trains, advises, monitors the technical competence of RTOSS personnel and recommends to the Supervisor and RTSB management personal development plans and new policies to address concerns identified during field inspections. Provides input to the RTOSS Supervisor regarding inspector staff performance. Assists the Supervisor in assigning training, and in performing other administrative duties. Participates in the employee hiring process, such as serving on the interview panel for inspection staff.
10%	Receives and analyzes data and records associated with data required from agencies under the Risk-Based Inspection (RBI) program adopted by the Rail Transit Safety Branch along with other RTOSS staff, to identify any trends or other concerns data may reflect at an agency that should be investigated. Assures proper storage and analysis of the data acquired under the RBI program and works with the individual inspectors and RTOSS Inspector Supervisor to assure any trends or anomalies identified by the data are followed up on.
5%	Assist staff in assessing rail transit agencies' procedures and other rail transit agency reference documents. Works with the engineers and analysts in the Branch on reviewing and analyzing the content of RTA plans and procedures. Attends rail transit agency meetings to evaluate current safety procedures and work with federal and state agencies for uniform application for safety regulations.
5%	Prepares technical correspondence, reports, special projects, and exhibits as needed for Rail Transit Safety Branch reports, enforcement actions, rulemakings, etc. makes presentations to rail transit agencies, local authorities, and general public explaining the Commission's rail transit and fixed guideway system safety oversight program as it relates to the inspection and maintenance process. Prepare written documents, such as letters, memos, and formal Commission documents, as necessary.
5%	Provides technical advice in Commission proceedings, including testimony as an expert witness when issues involving the inspectors are involved. Represents the Commission at technical conferences, public meetings, meetings with government agencies, including the Federal Transit Administration, Federal Railroad Administration, and the California Legislature, and with other industry groups.
5%	<u>MARGINAL FUNCTIONS:</u> Performs other work-related duties as assigned. <u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i> Knowledge of: Sections of the Public Utilities Code and the Commission's General Orders relating to rail common carrier operations and rail transit agency operations; procedures used in the conduct of hearings by the Commission and other transportation regulatory bodies. Federal and State laws and regulations, and Commission General Orders relating to rail transit agency facilities and operations; knowledge of the four inspector disciplines and their role. Trends and issues pertaining to public utilities and transportation regulations; principles of program evaluation and planning; principles and concepts of economics, econometrics and finance in a research setting; public utilities and transportation regulatory policy analysis and formulation; Federal and State agencies involved in utilities and transportation regulation; Federal and State legislation and policies pertaining to public utilities and transportation. Ability to: Advise RTAs on improving operating methods and increasing the safety of rail transit agency operations; mediate informally, controversial issues on matters between rail transit agencies and their employees; compose general orders, reports and other documents and present and support them effectively; act as an expert witness before the Commission and the courts; reason logically and creatively; utilize a variety of analytical and research techniques to resolve complex regulatory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; testify as a subject-matter expert; consult with and advise top management and other interested parties on a wide range of issues relating to rail safety regulations; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the complex technical work of others; serve as a team leader to analyze the more technical and difficult situations; establish and maintain priorities; analyze situations accurately; take effective action.

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WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- The position requires travel within the state of California, visiting transit systems including inspections of transit agency property, to occasionally work evenings and weekends, and make occasional overnight stays. The position spends approximately 70% of time working in the field.
- A valid California class C driver's license is required. Position is subject to DMV Pull notification program.
- Requires strong oral and written communication skills.
- The position requires 20/20 vision or better or corrected vision in order to visually inspect and observe characteristics of rail transit agency systems and components.
- Hearing capacity to determine if audible warning devices are activated and to hear approaching trains and equipment.
- Must be able to walk on uneven surfaces of rail transit agency right-of-way.
- Stooping, bending, squatting, reaching, walking long distances, and driving are required for the position.
- Utilize computers, measuring equipment, and to handle, file and store documents.
- Report to local CPUC headquarters office, as needed.
- Required to wear personal protective equipment safety gear in the field, including safety vest, hard hat, safety glasses and appropriate footwear.

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

SUPERVISOR'S NAME (Print)

Salvador Herrera

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