

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Rail Safety Division		EFFECTIVE DATE
BRANCH/SECTION Rail Crossings and Engineering Branch		CLASS TITLE Senior Utilities Engineer (Supervisor)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco or Sacramento
INCUMBENT (If known) Vacant		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-145-3508-001
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 general direction of the Program and Project Supervisor, the Senior Utilities Engineer (Supervisor) performs technical engineering duties and other related work overseeing the work of a Unit of the Rail Crossings Safety Section. The Senior Utilities Engineer (Supervisor) is required to travel overnight, occasionally for several days at a time; and/or drive over 100 miles on short notice or during unusual hours. Possession of a current valid California Professional Engineer License and a valid California Driver's License, Class C is 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>	
40%	Plans, assigns, organizes, and directs the work of a group of engineers and other professional staff responsible for regulation or railroad/highway crossing safety. Responsible for selection and training of staff, assigning and reviewing work, and coordinating the activities of the group on a regular basis. Assists in evaluating work performance and recommends appropriate disciplinary action when necessary.	
40%	Performs the more difficult and complex engineering tasks and coordinates the work of the section's engineering staff in evaluating and processing applications, investigating accidents, conducting grade crossing safety studies, and performing field engineering inspections and diagnostic reviews. Performs complex technical research and engineering analysis in the preparation of reports concerning the safety of railroad/highway crossings.	
10%	Represents the Commission and Branch in meetings with the Railroads, Local Governmental agencies (or other applicants), technical and professional standards organizations, industry groups, other State Commissions, citizen groups and the various government agencies through participation in meetings and committees pertaining to the work of the Branch.	
5%	Prepares for and testifies as an expert witness in proceedings before the Commission and other regulatory agencies.	

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Performs other work-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Knowledge of: California Public Utilities Code and General Orders; trends, issues, State and Federal requirements, and basic court decisions affecting public utilities and transportation regulation; traditional rate-making procedures based on the evaluation and analysis of transportation or stationary utility properties including the development of depreciation, unit costs, taxes, rate base, revenues, expenses, and rate of return/operating ratios as well as performance-based and incentive rate-making mechanisms; engineering terminology, fundamentals, mathematics, and economics; financial structure and prescribed accounting classifications; physical properties of transportation or stationary utilities and standards of service, reliability, and safety; materials and methods of engineering construction; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies; principles and techniques of personnel management and supervision; department's Equal Employment Opportunity Program objectives; a supervisor's role in the Equal Employment Opportunity Program and the processes available to meet these objectives.</p> <p>Ability to: Plan, direct, and coordinate the work of a small group of engineers and other assistants; establish and maintain project priorities; reason logically and creatively; develop and evaluate alternatives; analyze data and perform research work; analyze situations accurately and take effective action; communicate and negotiate effectively; prepare reports, correspondence, safety oversight plans, and exhibits; translate engineering calculations and analyses into concepts usable by decision-makers; testify on results of completed studies; consult with and advise administrators, decision-makers, and 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; effectively contribute to the department's equal employment opportunity objectives .</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 travel overnight, occasionally for several days at a time; and/or drive over 100 miles on short notice or during unusual hours. • Possession of a current valid California Driver's License, Class C is required. • Position subject to DMV Pull Notification. • Report to the San Francisco CPUC office, as the headquarters location.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Matthew Bond	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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