

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Rail Safety Division		EFFECTIVE DATE
BRANCH/SECTION Railroad Operations and Safety Branch		CLASS TITLE Rail Safety Inspector- Track, PUC
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Los Angeles, In Office (Field-Based)
INCUMBENT (If known) Vacant (x-Petitt)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-137-3946-011
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 on of a Rail Safety Inspector- Supervisor (Superintendent) and with guidance from a Rail Safety Inspector- Senior, a Rail Safety Inspector- Track, works on various field projects regarding railroad track infrastructure. Tasks include field surveys, surveillance, investigations, routine and focused inspections of railroads, research and risk analysis to evaluate railroad safety culture, safety policies and existing regulatory compliance governing railroad track maintenance, and other work as required. The incumbent has an assigned inspection territory and works predominantly in the field; therefore, for economical time management, the incumbent has a home office in or near his/her territory. He/she will be available for other statewide assignments and/or tasks, as deemed necessary.		
% 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. (Use additional sheet if necessary)	
30%	ESSENTIAL FUNCTIONS: The incumbent - Conducts railroad track and structures on site field safety inspections, investigations, and surveillance activities to ensure compliance with State and Federal railroad safety regulations and all California State General Orders and Public Utilities Codes applicable to freight and passenger railroads. These activities include comprehensive examinations of track structure components, identifying deficiencies and violations, verifying track geometry measurements and recording detailed inspection results. These activities conclude on site by appraising the responsible railroad representatives regarding incumbent's evaluation of risks, employee competencies and determination of compliance with all relevant railroad safety laws, rules and regulations.	
20%	Responds to investigate railroad derailments, accidents and incidents in the field as defined in reporting requirements and all subsequent MOUs regarding General Order 22-B.	
20%	Creates and assists in the preparation of reports including state or federal inspections and investigations, railroad safety special audit reports, the verification of state and/or federal databases for accuracy, data solicited from railroads or inter-governmental agencies. This includes compilation of accident data, and the creation of final accident or complaint investigation reports comprised of technical analysis, maps, graphs, charts and photographic documentation, conclusions, and recommendations. Participates and contributes to diverse and laterally integrated workgroups focused on the development of strategic safety analysis and initiatives. This includes participation in FRA classroom training events.	
15%	Investigates complaints in the field received from the public, railroad employees and/or employee unions, resulting in informal resolutions, state and/or federal citations, or recommendations for Commission corrective actions.	
10%	Attends on-site field training relevant to achieving or maintaining federal certification and California State General Order and Public Utilities Code enforcement requirements; performs special assignments as required and formulate relevant risk analysis and recommends corrective actions to CPUC that will foster continuous improvement.	

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5%	<p><u>MARGINAL FUNCTIONS:</u> Performs other work-related duties as directed.</p> <p><u>KNOWLEDGE AND ABILITIES</u> [<i>From Class Specs</i>]</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 technical knowledge and background that applies to the testing and inspection or maintenance of rail signal systems, and equipment, track, hazmat and operations.</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.</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. • 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.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Gregory Dixon		

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