

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Rail Safety Division		EFFECTIVE DATE
BRANCH/SECTION Rail Transit Safety 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 and Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-141-3508-002
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) oversees the work of a unit of the Rail Transit Safety Section. This position requires an ability to travel within the State of California, visit transit systems including inspections of transit agency property, and to occasionally work evenings and weekends.		
% 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)	
40%	<u>ESSENTIAL FUNCTIONS:</u> Participates in establishing and implementing the mission, goals, objectives and priorities of the Section. Plans, assigns, organizes and directs the work of a group of engineers and other professional staff responsible for the safety oversight of public transit guideways. Responsible for training staff, assigning and reviewing work, and coordinating the activities of the group on a daily basis. Assists in evaluating work performance and recommends appropriate action. Processes administrative work for the section.	
40%	Performs the more difficult and complex engineering work involved in assuring the safety oversight of rail transit systems. This includes, but is not limited to, safety certification during design and construction, accident investigations, triennial audits, and safety reviews of transit systems operations and maintenance. In addition, researches and makes recommendations for revisions in the Public Utilities code, Commission General Orders, and Section and Division Procedures. May also participate in Federal rulemaking proceedings.	
15%	Provides expert witness testimony in Commission hearings and represents the Commission in industry meetings, public meetings and before various government agencies, as well as the legislature. Participates with Section Supervisor and Branch Manager in developing and establishing overall Branch policy and processes for administrative matters, including analysis of proposed legislation, preparation of Budget Change Proposals and Section administrative reports.	

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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: 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. 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. <u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Position requires an ability to travel within the State of California, visit transit systems including inspections of transit agency property, and to occasionally work evening and weekends. • Possession of a valid California Driver's License is required. • Position subject to DMV Pull Notification. • Will report to the San Francisco CPUC office, as the headquarters location.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE	
SUPERVISOR'S NAME (Print) Jamie Lau	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