STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION	EFFECTIVE DATE
Rail Safety Division	
BRANCH/SECTION	CLASS TITLE
Rail Transit Safety Branch-Rail Transit Ops. Safety Sec.	Rail Safety Inspector - Track
WORKING DAYS AND WORKING HOURS	PHYSICAL WORK LOCATION
Monday through Friday 8:00 a.m. to 5:00 p.m.	San Francisco or Sac – In Office (Field-based)
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)
	680-141-3946-003

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 of a Rail Safety Inspector Supervisor, the incumbent executes elements of the Commission's safety oversight responsibilities related to rail transit and other fixed guideway systems. The incumbent will conduct complex investigative and surveillance activities with respect to transit agency track systems and other guideway components. Incumbent will make comprehensive inspections and investigate adequacy of track maintenance and inspection methods, investigate and inspect general system safety; make recommendations of proper corrective action to be taken in order to bring rail transit agency track and associated equipment into compliance with applicable regulations, standards, and the transit agency Public Transportation Agency Safety Plan and relevant procedures. The incumbent will audit/review track maintenance records; conduct field inspections of agency track and other guideway components, interpret and confirm results of inspection and testing as necessary, participate in investigations of rail transit agency and fixed guideway system accidents; assist in the preparation of reports and exhibits, and do 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. *(Use additional sheet if necessary)*
	ESSENTIAL FUNCTIONS:
45%	Conducts safety inspections of the rail transit agency track and other fixed guideway systems for compliance with state and federal regulations and adopted rail transit agency rules and procedures. Includes but is not limited to: examines records of track and associated equipment inspections and maintenance to determine compliance with regulatory requirements and rail transit agency procedures; inspects rail transit tracks; reviews and observes track maintenance activities to assure compliance with established procedures; and other associated oversight activities. Documents all activities, using Rail Transit Safety Branch forms and procedures, including generating meeting notes. The Inspector interfaces with rail transit agency representatives to arrange inspection activities and to conduct appropriate oversight to ensure compliance with all safety standards.
25%	Participates in field investigation of rail transit agency accidents and hazards to determine the most probable causes and contributory factors and make recommendations to prevent recurrence. Participates in on-site safety and security reviews of rail transit agencies and other fixed guideway systems. Investigates complaints regarding track systems and safety received from the public and/or rail transit agency employees or labor unions. Participates in reviews and inspections of capital projects and track rehabilitation projects as they are constructed, tested, and prepared for revenue service.
15%	Reviews rail transit agency maintenance plans and inspection reports and determines if these plans and inspections are adequate and are followed. Participates in reviews of rail transit agency accident investigation procedures. Monitors rail transit agency implementation of corrective action plans developed in response to the investigations, audits, and inspections. Conducts technical design plan reviews for new capital and rehabilitation projects to verify conformance with applicable rules and regulations relating to track. Receives and analyzes data and records associated with track inspection and maintenance under the Risk-Based Inspection program adopted by the Rail Transit Safety Branch, to identify any trends or other concerns at an agency that should be investigated.
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. Also, documents meeting conversations and prepares meeting notes.

5%	Provides technical advice in Commission proceedings, including testimony as an expert witness. 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.
	MARGINAL FUNCTIONS:
5%	Performs other work-related duties as assigned.

KNOWLEDGE AND ABILITIES [*From Class Specs*]

Knowledge of: Rail track standards and maintenance practices. 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, Commission General Orders, and industry standards relating to rail transit agency track operations and maintenance methods; facilities and equipment used by rail transit agencies to inspect and maintain track, their track inspection and maintenance safety standards, and track terminology.

Ability to: Advise RTAs on improving operating methods and increasing the safety of rail transit agency operations; compose general orders and other decisions and present and support them effectively; act as an expert witness before the Commission and the courts; conduct field studies, develop pertinent facts relative to rail transit agency accidents, and recommend action to RTSB management to prevent recurrences; prepare and review reports; analyze situations accurately and take effective action; treats other staff and RTA personnel with courtesy and respect.

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.
- Possession of a valid California Driver License. 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 equipment, facilities 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)	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