

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Safety and Enforcement Division		EFFECTIVE DATE
BRANCH/SECTION Electric Safety and Reliability Branch – Southern Section		CLASS TITLE Utilities Engineer
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Los Angeles
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-439-3518-019
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 Senior Utilities Engineer (Supervisor), the Utilities Engineer performs duties related to the Commission's oversight of electric and communication facilities. This oversight includes, but is not limited to, the requirements in Commission General Orders 95, 128, 165, 166, 167, 174, and 176.		
% 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>	
30%	Perform investigations and prepare technical reports of incidents involving electric or communication facilities, to determine causes of the incidents and evaluate compliance with Commission requirements and industry practices. Such incidents may involve death, injury, extensive property damage, or widespread service interruption. Identify violations of Commission General Orders or other regulatory requirements and draft enforcement documents.	
30%	Inspect electric and communication facilities, including generating facilities (including natural gas and renewable technologies), poles, conductors, transformers, substations, and related facilities, and audit companies' records and practices, including their inspection and maintenance programs, to ensure safety of the public and employees, compliance with Commission requirements, and maintenance of reliable service. Prepare inspection/audit reports, identify violations of Commission General Orders or other regulatory requirements, and draft enforcement documents.	
15%	Work on engineering issues involving the safety and reliability of electric and communication infrastructure as assigned, such as the following. Collect data on incidents and outages and conduct research and analysis to determine the causes of failure patterns. Monitor and investigate unplanned and scheduled outages at generating facilities. Research safety and reliability issues that may be associated with integration of and increased reliance on new technologies. Analyze reports and other documents, such as emergency response plans, submitted by regulated entities. Make recommendations on safety and reliability issues, policies, and regulations related to electric and communication infrastructure.	
15%	Participate in Commission proceedings, industry standards groups, and committees to develop, improve, and enforce safety and reliability standards for construction, operation, and maintenance of electric and communication facilities. Prepare technical reports, participate in workshops, provide expert testimony, and make recommendations as appropriate.	
5%	Represent the Commission in interactions with the public, other agencies, and stakeholders. Participate in review of proposed legislation. Respond to inquiries from the public, regulated entities, and others.	

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5%	<u>MARGINAL FUNCTIONS:</u> Other work-related duties as required. <u>KNOWLEDGE AND ABILITIES:</u> <i>[From Class Specs]</i> Knowledge of: Engineering fundamentals, terminology, and economics; materials and methods of engineering construction; engineering mathematics and computer application to engineering problem-solving; physical properties of transportation and stationary utilities and standards of safety, service, and reliability; trends, issues, State and Federal requirements, and basic court decisions affecting public utilities and transportation regulation. Ability to: Make engineering computations; analyze engineering data; reason logically, creatively, and utilize a variety of analytical approaches to resolve regulatory problems; develop and evaluate alternatives; communicate effectively; prepare reports, correspondence, safety oversight plans, and exhibits; consult with and advise administrators, decision-makers, or 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. <u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u> • Proficiency in computer software and communications related technologies. • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Dress appropriately for construction and maintenance environment, including use of Personal Protective Equipment. • Safely conduct inspections in a construction environment with open trenches, unpaved surface/terrain (wet and dry), woody areas, loud noise caused by equipment and/or machinery used, etc. • Climb in and out of underground structures. • Ability to drive in the state of California in a rented, personal, or state-owned vehicle. • Drive long distance (as far as to the state border). • Drive a four-wheel drive truck with long bed. • Withstand extreme weather and temperature conditions. • Frequent travel may include overnight stays, several days at a time and out-of-state. Travel hours may include regular hours, unusual hours, and/or weekends on short notice. • Possession of valid California Driver's License, Class C required. • Position subject to DMV Pull Notification	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Saimon Islam	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