

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Safety and Enforcement Division		EFFECTIVE DATE
BRANCH/SECTION Gas Safety and Reliability Branch, Coastal Region		CLASS TITLE Senior Utilities Engineer (Specialist)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Home-Based, Coastal Region
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-435-3510-XXX
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 general direction of a Program and Project Supervisor (PPS), the Senior Utilities Engineer (Specialist) [SUE(Spec.)] is responsible for exercising the California Public Utilities Commission's (CPUC) Safety Assurance activities of regulated natural gas, propane and Liquefied Natural Gas pipeline systems. The SUE (Spec.) performs safety assurance of the design, construction, operations, and maintenance of regulated intrastate natural gas operators' facilities and recommends corrective actions; inspect the facilities of utilities, prepares correspondences, reports, safety oversight plans, and exhibits; testifies in formal proceedings before the CPUC, public interest groups, the regulated industries, and various governmental agencies as well as the Legislature. The incumbent assists the PPS and acts as a lead person in charge of complex special assignments as well as construction and hydrostatic testing inspections, standard inspections and investigations. The incumbent will be the primary contact of construction work in his/her assigned region. The incumbent will be responsible for his/her assigned region/area and reporting for this position will be based on proximity to either the local CPUC office and/or their assigned region.		
% 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>	
	ESSENTIAL FUNCTIONS:	
30%	Conduct construction and hydrostatic testing inspections and gas safety standard inspections of jurisdictional natural gas facilities in California and document findings in inspection reports.	
20%	Conduct specialized inspections and incident investigations of gas utility incidents. Enforce Federal and State Gas Pipeline Safety Codes. Lead special technical assignments and assist the PPS and Program Manager (PM) in developing procedures and guidelines for conducting audits, inspections, and incident investigations.	
20%	Participate in formal Commission proceedings and pipeline applications, special permit processes, Order Instituting Investigations, or Rulemakings. Such work will include preparing technical reports Coordinates major, long-term special projects related to natural gas pipeline systems regulated by the CPUC.	
10%	Provide testimonies before the National Transportation Safety Board, Federal and State courts or other state and federal regulatory or judicial proceedings as an expert witness or primary technical representative of the Commission.	
10%	Participate in enforcement proceedings against pipeline operators that are non-compliant with Commission General Order 112-F and the Public Utilities Code. Research and prepare data requests, interrogatories; interview witnesses, prepare testimony and testify as an expert witness in enforcement proceedings and other related gas safety issues. Prepare reports for the State Legislature on compliance issues and new legislation.	
5%	Prepare written formal reports to be presented to the CPUC's decision makers.	

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Perform 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 inventories, depreciation, unit costs, taxes, rate base, revenues, expenses, and rate of return/operating ratios as well as performance-based and incentive rate-making mechanisms; financial structure and prescribed accounting classifications; engineering terminology, fundamentals, mathematics, and economics; physical properties of transportation or stationary utilities and standards of service, reliability, and safety; materials and methods of engineering construction; engineering mathematics; procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies.</p> <p>Ability to: 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; serve as a lead person; gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Report to the closest CPUC office; may be home-based based on proximity to the assigned region. • Required to travel on a frequent basis including overnight stays and on occasions, required to work unusual hours on short notice (up to 80%). • Respond to incident sites within a reasonable time when dispatched during working days and hours or when On-Call/Standby. • Perform On-Call/Standby Duties after working days and hours. • Occasionally, incumbent will be required to travel out of state to attend week-long training or conferences conducted by other gas regulatory agencies. • Possession of a valid California Driver's License, Class C is required. • Position subject to DMV Pull Notification. • Possession of a valid California Professional Engineer License is required. • 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 (dusty, wet and dry), woody areas, loud noise caused by equipment and/or machinery used, etc. • Climb in and out of underground structures and trenches. • Drive long distances (as far as to the state border). • Drive a four-wheel drive truck with long bed. • Occasionally, required to work unusual hours. • Withstand extreme weather and temperature conditions.
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SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Matthewson Epuna	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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

