

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Class Title: Engineer VI
Position No.: 34164
Department: Commerce and Consumer Affairs
Division: Public Utilities Commission
Branch: Office of the Executive Officer
Section: Engineering
Geographic Location: Downtown

II. INTRODUCTION

The Public Utilities Commission ("Commission") regulates all chartered, franchised, certificated, and registered public service companies operating in the State of Hawaii ("State") that provide electricity, telecommunication, gas, private water and wastewater, motor and water carrier transportation services and other entities as required by law ("regulated entities"). The Commission has statutory authority to enforce applicable State statutes, to establish and enforce administrative rules and regulations, and to set policies and standards.

The Engineering Section ("Section") provides engineering and technical support services to the Commission and evaluates the compliance of regulated public utilities with respect to applicable rules, statutes, and orders.

The primary purpose of this position is to plan, organize, direct, coordinate, and review the activities, reports, and work projects of the professional staff engineers ("Staff") in the conduct of engineering studies, investigations, and evaluation of the operations, applications, services, safety programs, and facilities of the regulated entities. Work also involves serving as an engineering technical resource in the evaluation of specific designs or in various engineering areas and/or activities.

III. MAJOR DUTIES AND RESPONSIBILITIES

- A. Supervisory Activities 45%
1. Plans, organizes, coordinates, and supervises the activities of the Staff [1][2].
 2. Assigns and reviews the work performed by the Staff to

ensure that work is completed as directed, with accuracy, and within established deadlines [1][2].

3. Reviews drafts of necessary reports, analyses, exhibits, and correspondence for accuracy of content, completeness, etc., prior to distribution of final copies for submission and/or publication [1][2].
4. Provides guidance and advisement to Staff on difficult and complex areas [1][2].
5. Directs Staff in the investigation of matters requiring Commission decision [1][2].
6. Trains and develops Staff in the proper application of engineering standards and concepts in the analysis and review of dockets and applications before the Commission [1][2].
7. Coordinates and oversees staff development and performance inclusive of determining relevant training opportunities [1][2].
8. Directs safety enforcement activities of subordinate staff in conducting inspections of regulated utility and transportation companies; determines compliance with prescribed safety laws, orders, rules and regulations [1][2].
9. Makes the appropriate changes on work assignments and procedures to meet the new and changing requirements [1][2].
10. Establishes work priorities; and plans and assigns staff to regular and special work assignments [1][2]
11. Prepares position descriptions, establishes job performance standards, and provides constructive feedback on subordinate staff's job performances [1][2].
12. Conducts staff meetings to convey management's objectives and explains or discusses how standards, policies and procedures will be implemented [1][2].
13. Monitors activities and takes appropriate actions to deter

adverse impact on Staff morale and/or productivity [1][2].

14. Reviews, investigates and resolves labor related concerns, such as informal and formal grievances, in accordance with applicable collective bargaining agreements, and guidelines [1][2].
15. Recommends appropriate personnel actions, such as selection, promotions, transfers, reallocation, leaves of absences and disciplinary measures [1][2].
16. Develops and/or reviews selection criteria and interview questions for filling of vacant positions in the work unit [1][2].
17. Provides and promotes a safe and healthful work environment [1][2].

Directly supervises:

<u>Position No.</u>	<u>Class Title</u>
121797	Engineer V
36923	Engineer IV
46167 & 118029	Engineer III

B. Investigation, Report and Analytical Activities 40%

1. Coordinates technical engineering studies, compiles and integrates data provided by other staff specialists relative to financing of capital improvements and plant replacement, cost of operations and establishment of rates and auditing studies on cost of operations in the various types of public utility and transportation businesses [1][2].
2. Examines and makes appropriate recommendations for decision as to capital improvement plans and requests submitted by public utility and transportation businesses, reviews blueprints, specifications; evaluates plans and determines efficiency and effectiveness of production, capacity and safety compliance, including projected cost of maintenance, depreciation valuations and replacements [1][2].
3. Directs development of preventive maintenance and safety

programs; prescribes safety engineering codes, devices and personal and other protective equipment requirements to safeguard employees, and the public from hazardous facilities and services provided by the utility and transportation industries; develop rules and regulations concerning safety education and training programs; conduct safety education talks and demonstrations on safety operating practices; direct program of safety inspection, investigation and enforcement of regulations governing safety requirements [1][2].

4. Develops rules, regulations and general orders governing plant improvements, expansions and additions, depreciation guidelines for same, including regulations governing purchase power agreements and other operational agreements made by the regulated industries [1][2].
5. Conducts studies, prepares comments or other actions for review and action by the commission relative to industry activities concerning fuel oil clauses, line extension policies, service standards, sale purchase, merger and consolidation of various businesses, operational transactions with subsidiaries, affiliates, depreciation rates and depreciation reserve, physical inventory and valuation practices [1][2]. Initiates reports and makes recommendations for action by the Commission on matters, which may not otherwise be brought to its attention [1][2].
6. Investigates and enforces compliance with all orders pertaining to engineering and safety regulations of the commission and take appropriate action; investigates complaints as to service failure, charges or fees paid for various types and kind of service to determine reasonableness, negligence, convenience, etc. [1][2].
7. Assists legal counsel in the interpretation of engineering matters to be incorporated or pursued in Public Utilities Commission hearing, legal actions and provide expert engineering testimony at formal Public Utilities Commission hearings [1][2]

C. Management and Administration

10%

1. Responsible for reviewing and updating established PUC policies with regard to current and accepted engineering standards to enhance the responsiveness and oversight of the regulated entities consistent with industry changes [1][2]. Proposes and advises the Commission to consider new policies to keep current with new technologies such as energy efficiency and non-fossil fuel technologies [1][2].
2. Maintains a current knowledge on general engineering decisions, policies, and requirements imposed by related regulatory agencies of the federal, state, and county governments throughout the United States, including other State commissions and court decisions concerning engineering standards [1][2].
3. Works in conjunction and in cooperation with the Legal, Auditing, Research, Transportation and Enforcement Sections of the Commission staff in matters of mutual concern such as applications, testimony, exhibits, etc. [1][2].
4. Manages the Engineering Section by operating within staffing and resource allocations [1][2]. Complies with statutory, executive, departmental, and PUC administrative policies, procedures, guidelines, and other directives [1][2].
5. Prepares reports, correspondences and makes recommendations as required [1][2].

D. Other Duties

5%

1. Keeps abreast of current and emerging engineering developments [1][2].
2. Performs other duties as required or instructed [1][2].

ADA Indicators:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized and the employee is hired for special expertise or ability to perform this function.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No : 121601 **Class Title:** Executive Officer

B. Nature of Supervisory Control Exercised Over the Work.

The supervisor provides broad and general direction as to the scope of work and policies to be applied. The employee seeks assistance from the supervisor only on precedent-setting actions. The supervisor does not check the accuracy of individual work assignments but does check to make sure that the Commission's goals and objectives are met.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available: Hawaii Revised Statutes, Hawaii Administrative Rules, Budget and Finance Administrative Policies & Procedures Manual, Governor's Administrative Directives, Comptrollers Memorandums, Finance Memorandums and Executive Directives as applicable.
2. Use of Guidelines: Guidelines are used as references and referred to as needed. The incumbent is expected to understand and apply pertinent laws, rules and regulations, policies and procedures, directives and other applicable guidelines.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Possession of Hawaii State certificate or registration as a professional engineer.

VI. RECOMMENDED QUALIFICATIONS REQUIREMENTS

A. Knowledge

Same knowledge requirements as stated in the class specifications for the Engineer VI class.

B. Skills/ Abilities

Same knowledge requirements as stated in the class specifications for the Engineer VI class.

C. Education

Same knowledge requirements as stated in the class specifications for the Engineer VI class.

D. Experience

Same knowledge requirements as stated in the class specifications for the Engineer VI class.

VII. TOOLS, EQUIPMENT AND MACHINES

Personal computers and related software, databases, scanners, photocopiers, facsimile machines, telephones and other related office equipment as required.

VIII. WORKING CONDITIONS

As needed, this position may be required to work beyond normal business hours in order to meet the frequent deadlines with short turnaround times; and to travel off-island.