

JOB DESCRIPTION

Job Title: Assistant Director (Various)
Working Title: Assistant Director, Field Operations
FLSA Status: Exempt
Salary Grade: 11B

PURPOSE OF POSITION

The Assistant Director, Field Operations will manage the dispatcher and signal certification programs. Ensuring employees and contractors are compliant with the Authority's Title 49, Code of Federal Regulations (CFR), Part 245/246 program per the Federal Railroad Administration (FRA), U.S. Department of Transportation. Additionally, the Assistant Director, Field Operations will ensure regulatory compliance outlined in SCRRRA service agreements, ensuring contractors comply with all Passenger Equipment Safety standards under Title 49 CFR, American Public Transportation Association (APTA), California Public Utilities Commission (CPUC), and any other regulatory requirements.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general direction from the Chief Operating Officer.
- Responsible for managing and monitoring the work performance of a team, department, and/or contractor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Ensure the delivery of safe, efficient, and convenient commuter rail service every day
- Developing, updating, submitting, and managing the Authority's Title 49, CFR, Part 245/246 programs
- Oversight of the Authority's Title 49, CFR, Part 243 and 217 programs and employee staff compliance
- Schedule and manage hearing and visual medical appointments and background checks required for certification programs
- Ensure Authority and contractor compliance with certification programs
- Ensure certification training, testing, and evaluation requirements are met for all applicable employees and contractors
- Oversee and manage certification program revocation hearings for certification programs
- Managing the field compliance program related to service agreements
- Assist in the preparation, development, and monitoring of the department's budget
- Assist Safety and Compliance Department in field compliance oversight
- Assist Safety and Compliance Department with root cause analysis
- Assist Safety and Compliance with oversight of Authority's Title 49, CFR 243
- Ensure all contractors and employees maintain CFR 245/246 certification
- Inform the Department Directors and Chief Operating Officer on emerging issues, industry trends and Board required communication



- Direct, manage, monitor and evaluate work and activities of staff responsible for SCRRRA certification and operation field compliance
- Maintain relationships with appropriate railroad or functional industry partners and is current on issues, practices, and procedures
- Collaborate with SCRRRA managers, departments, and other groups to accomplish mutual organizational and departmental objectives.
- Communicate with and respond to inquiries from federal railroad and transit authorities, including providing requested data and reports.

The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor’s Degree in Transportation, Business Administration or related field.
- Minimum of eight (8) years of experience in rail operations and/or Title 49, CFR Part 240/242 certification
- Minimum of five (5) years of experience in a management or leadership role in rail operations
- A combination of training, education, or experience that provides the required knowledge, skills and abilities may be considered when determining minimum qualifications.
- Valid Class C Driver’s license with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- Federal Railroad Administration (FRA) regulations as they apply to operations
- Certifications as noted in Title 49, CFR, Part 245/246.
- Title 49, CFR, Part 217, 219, and 243
- CPUC and APTA requirements
- Policies, Rules, and Procedures related to railroad operations
- Compliance oversight
- SCRRRA policies and procedures

Skilled In:

- Microsoft Office
- Operating Practices
- Analysis of data and information gathered from investigation reports to determine root causes to incidents
- Effective leadership, team building, communication, and time management

Ability to:

- Build team cohesiveness by establishing, communicating, and reinforcing shared values and norms
- Enhance safety and results by ensuring that problems are prevented through analysis, measurements, and process improvements
- Work in a high-pressure environment, making appropriate decisions, understanding potential impacts,



and taking responsibility

- Gather, assess, prioritize and analyze information from various sources to make good operational decisions
- Work both independently and within multidisciplinary teams including management, operations, and technical support staff

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations
- Able to access and perform work within and on static and moving locomotives and cab cars
- Must be able to conduct field visits to construction sites or along railroad right-of-way, walking on uneven surfaces
- Ability to climb stairs and work around machinery in an office/warehouse environment.

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of- Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, and loud noises (85+ decibels, such as heavy trucks, construction, etc.) Frequent exposure to freight, passenger rail and vehicular traffic as well as signal masts and bridges.

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last updated: July 2025

