

JOB DESCRIPTION

Job Title: Assistant Director, Maintenance of Equipment

FLSA Status: Exempt

Salary Grade: 11B

PURPOSE OF POSITION

The Assistant Director, Maintenance of Equipment, will direct the activities of the Maintenance of Equipment Services Contractor, ensuring that the equipment maintenance function complies with all Passenger Equipment Safety standards under 49 CFR, APTA, CPUC, and any other regulatory requirements.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the Director or Executive-level management.
- Responsible for managing and monitoring work performance of a team or department.

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
- In collaboration with the maintenance contractor, provide oversight of rolling stock procurement, maintenance, modification, and repair as part of an overall compliant preventative maintenance program and up to date with all regulatory requirements to operate a safe railroad
- Assist in planning and directing the maintenance of all passenger locomotives, coaches, and cars that comprise the commuter rail fleet
- Assist with the management of the contract for equipment maintenance, ensuring safe, clean, and reliable transportation for the commuting public
- Assist in the development of equipment specifications and the selection of vendors in collaboration with the Contracts team for new equipment acquisitions and/or the overhaul of existing rolling stock
- Assist in the preparation, development, and monitoring of the department's budget
- Supervise the development of the fleet management plan for future procurements and the anticipated retirement of current rolling stock
- Assist department personnel involving issues related to mechanical failure
- Investigate and take appropriate action on all train delays that are the result of mechanical failures, derailments, crossing accidents, and damage to rolling stock or property
- Assess, evaluate, verifying the condition, functionality and compliance of equipment through inspections and participate in incident investigations when necessary.
- Represent the Equipment Department at various meetings and public hearings regarding changes in passenger coach maintenance
- Inform the Department Director of emerging issues, industry trends, and Board-required communication



- Assist the PTC C&S department in the development, installation, and acceptance of the PTC on-board equipment
- Assist in supporting the training of SCRRRA equipment staff and equipment contractors in the maintenance and operation of PTC onboard systems
- Supervise and manage staff responsible for SCRRRA PTC On-Board equipment
- Respond to each inquiry, whether from a customer, vendor, or co-worker, in a courteous and professional manner consistent with the agency's quality standard
- Supervise, manage, and lead direct reports to assure safe, reliable, and efficient mechanical support for train operations
- Maintain relationships with appropriate railroad or functional industry partners and is current on issues, practices, and procedures
- Communicate with and respond to inquiries from federal railroad and transit authorities including providing requested data and reports.
- Respond to emergencies involving equipment and/or the maintenance contractor on a 24 hour/7 days per week basis.
- 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 Mechanical or Electrical Engineering, Transportation, Business Administration or related field;
- Minimum of eight (8) years of experience in transportation operations related to maintenance and repair of rolling stock vehicles in a management or leadership capacity;
- A combination of training, with a minimum of an Associate's Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- 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 Transit Administration (FTA) and Federal Railroad Administration (FRA) regulations as they apply to maintenance and inspection of rolling stock, such as 49 CFR 238.
- Policies related to railroad operations, including the procurement and maintenance of rolling stock and other related CPUC commuter railroad equipment, track and communication devices and signal systems
- Rolling stock equipment maintenance cycles based on trip mileage, fuel consumption, and servicing requirements.
- Equipment maintenance contractual requirements and equipment fleet requirements
- SCRRRA policies and procedures



Skilled In:

- Microsoft Office
- Customer service
- 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 in order 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
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- 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 work on the railroad-right of-way to perform field work, including inspections, field diagnostic surveys, measurements, hy-rail trips, communication tower, and antennas on the railroad right-of-way using personal protective equipment
- 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, moving mechanical parts, 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, communication towers and antennas located on SCRRRA right-of-way and at mountain top locations

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: June 2025

