

## JOB DESCRIPTION

**Job Title:** Assistant Director (Various)  
**Working Title:** Assistant Director, Signal System Design  
**FLSA Status:** Exempt  
**Salary Grade:** 11B

### PURPOSE OF POSITION

The Assistant Director, Signal Systems Design, maintains day-to-day oversight and management of the technical, engineering, design, and standards development of SCRRA's signal systems, ensuring compliance with SCRRA, regulatory and industry requirements and standards. This position will also oversee and manage the associated signal contract design and engineering firms to ensure SCRRA, regulatory and industry compliant work products, including coordination with foreign railroads and agencies.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from Executive level management
- Responsible for managing and monitoring work performance of a division 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.*

- Develop a team environment, monitor and evaluate staff and contractor performance, provide feedback, coaching and positive recognition.
- Develop and manage signals engineering, design and design support contracts.
- Manage capital signal projects.
- Review and approve project and work product cost estimates, assisting staff as needed.
- In coordination with the department budget analyst, review and approve contractor invoices.
- Collaborate with Contract Administration and Procurement to ensure compliance by performing contract management oversight and contract administration for all related contracts and conditions.
- Assess the condition of the SCRRA's signal system; coordinate with communication and network control systems department and work with rehabilitation group to develop near and long-term plans and estimates to assure it remains in a state of good repair and keeps current with changes in technology.
- Ensure compliance of regulatory, local agency, and industry requirements.
- Collaborate with HR on staff training to ensure a high level of expertise and knowledge to maintain a technically reliable and operationally efficient work product.
- In coordination with staff and SCRRA project managers, develop, issue and oversee project task orders, ensuring appropriate defined scope of work and cost.
- In coordination with appropriate stakeholders and staff, review, test and approve new products and technologies to ensure operational and technical reliability and regulatory compliance.
- Become knowledgeable and gain expertise and experience by cross training in other PTC C&S functions.



- In coordination with appropriate stakeholders and staff, develop, review, revise, approve, and implement signal standards and design criteria elements.
- In coordination with appropriate staff, manage file management processes, project and as-built designs, and associated documents and records.
- Monitor and review the qualifications, certifications, education and experience of contractor employees for compliance with SCRRRA’s system safety plan and contract requirements.
- Ensure involvement in early and continuing implementation stages of SCRRRA and third-party projects to ensure compliance with approved designs, software and hardware applications, configuration management requirements, etc.
- Ensure staff response to priority/emergency situations and provide on-call assistance on a 24 hour/7 day per week basis when needed.
- Attend technical, project, and SCRRRA policy meetings as applicable to ensure departmental involvement, decision making input and guidance as required.
- Review and evaluate designs, standards, criteria and associated requirements for wayside signal, highway-rail grade crossings and PTC applications.
- Ensure coordination and interface with SCRRRA departments, customers, and contractor/vendor team members.
- Assist in project management and technical support during the installation of all signal related project elements.
- 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 Electrical, Electronics or Civil Engineering.
- A minimum of ten (10) years of experience in the design, engineering and maintenance of signal, communication and train control systems on a commuter or Class 1 Railroad. Experience must be a balanced combination of field and office experience and design, engineering and maintenance experience.
- A minimum of five years (5) of successful experience directly managing, supervising, and oversight of staff, contractors and/or consultants.
- Experience and familiarity with the development and implementation of PTC System.
- A combination of training, with a minimum of an Associate 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.
- A valid Class “C” California 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

- Master’s degree



## Knowledge, Skills, and Abilities

### Knowledge of:

- (Department) principles and practices and corresponding policies and procedures
- SCRRRA policies, rules and procedures, and public agency environment
- Applicable federal, state and local regulations
- 49 CFR Parts 234, 235, 236
- CPUC General Orders
- General Code of Operating Rules (GCOR)
- Industry best practices and applications

### Skilled in:

- Judgment and discretion
- Microsoft Office and Outlook
- Collaboration and consensus building
- Strong and effective leadership, team building, communication, and time management

### Ability to:

- Monitor and execute tasks in a high pressure environment
- Interact, communicate and facilitate discussion at all employee levels
- Provide expert and sound advice on organization-wide issues
- Deliver sensitive and complex (or high level) information
- Facilitate discussion and communicate company directives to a broad audience

## 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

## 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.)

*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: January 2026

