

JOB DESCRIPTION

Job Title: Assistant Director, Signal Systems

FLSA Status: Exempt

Salary Grade: 11B

PURPOSE OF POSITION

The Assistant Director, Signals Systems will provide direction and oversight for the quality, efficiency, maintenance, and performance of the wayside signal, communication, grade crossing, and PTC wayside systems to assure the safe, reliable, and efficient operation of trains.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the executive-level management
- Responsible for managing and monitoring the 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.

- Support, oversee, and lead the maintenance and rehabilitation of the agency's wayside signal, grade crossing, communications, and PTC wayside systems.
- Supervise, manage, and lead direct reports to assure the safe, efficient, and reliable train operations.
- Negotiate and manage selected contracts with vendors, contractors, and consultants.
- Respond to priority/emergency situations and provide on-call assistance on a 24-hour hour/7 7-day-a-week basis.
- Ensure contract compliance by performing contract management oversight and contract administration of the contract terms and conditions for the agency's wayside signal, grade crossing, communications, and PTC wayside systems.
- Continually assess the condition of the agency's wayside signal, grade crossing, communication, and PTC wayside systems and assure it is maintained in a state of good repair.
- Review, monitor, and generate report documents and records for compliance with FRA or CPUC regulations.
- Oversee the process to ensure the inspection and then acceptance of any additions or modification to the wayside signal, grade crossing, communication and PTC wayside systems installed by third party, capital or rehabilitation contractors complies with SCRRRA standards, policies and practices and/or FRA or CPUC regulations before being incorporated into the operating system.
- Assist in the updating of the implementation of agency wayside signal systems maintenance policies and procedures.
- Review and analyze user requirements, procedures, and training needs to achieve optimal efficiency in workflow.



- Ensure compliance with all PTC and closely related configuration management and change management procedures.
- Oversee the development, establishment, and maintenance of standards and technology methodologies to ensure compatibility of hardware and software solutions across the enterprise.
- Understands wayside signal and grade crossing system troubleshooting techniques to correct defects, failures, and reported problems with wayside signal, grade crossing, communication, and PTC wayside systems.
- Monitor and assess maintenance contractors' expenditures.
- Closely coordinate and manage the contractor's work on the installation of the wayside signal system and integration of the PTC Systems into the standard/required activities of the railroad.
- Manage periodic software updates from third-party vendors that could affect the communications infrastructure and anticipate and implement solutions to such changes.
- 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 Engineering or a related field.
- Minimum eight (8) years' work experience with rail signal equipment, grade crossings, PTC, and communication systems with a Class 1, intercity passenger, or major commuter railroad in a 24/7 operations environment.
- Minimum of five (5) years' experience in successfully directing, managing, and supervising staff, contractors, and/or consultants.
- Must be General Code of Operating Rules (GCOR) qualified or can become GCOR qualified within the first year of employment.
- 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.
- 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:

- SCRRRA policies and procedures
- Applicable Federal, state, and local laws, codes, statutes and guidelines
- Wayside signal systems and related PTC on-board systems maintenance requirements in a live railroad environment, Safety guidelines

Skilled in:

- Written and verbal communication



- Organization and prioritization
- Analysis, measurement, and process improvement
- Strong and effective leadership, team building, communication, and time management

Ability to:

- Provide prompt and courteous responses to customer enquiries
- Gather, assess, prioritize, and analyze information
- 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

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: June 2025

