

JOB DESCRIPTION

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

PURPOSE OF POSITION

The Assistant Director, System Safety, under the direction of the Chief Safety, Security & Compliance Officer, will assist in assuring compliance with as required by the FRA and 49 CFR, Parts 200-399, CalOSHA and other regulatory agencies as required. In addition, assure the organization and its contractors, through the process of Safety Management Systems (SMS) and the System Safety Program Plan (SSPP) to develop, maintain, and archive a process of continuous improvement within the three-year cycle following FRA approval in 2022.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from the Chief Safety, Security & Compliance Officer.
- Responsible for supervising and monitoring performance for a division or a department and provides contractor oversight directly or through delegation to both direct and in-direct reports.

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.

- Assure compliance of FRA and 49 CFR, Parts 200-399 and the SSPP Metrolink and its contractors.
- Assure compliance with CalOSHA and other regulatory agencies with regard to safety issues.
- Ability through industry knowledge, assure compliance through a risk-based hazard management program that assures the implement of mitigation strategies to address known or potential hazards within a railroad operating environment.
- Responsible for developing programs and procedures and direct staff in the Implementation of the SSPP throughout the entire system life cycle.
- Direct and assure reporting requirements of Part 225 & 270 programs resulting in data accuracy, and FRA reporting, requirements and produce key performance indicators that mature to meet the desired intent of SMS and Part 270.
- Provides department leadership in mentoring staff to assure support and fosters communication within department and all other internal and external stakeholders.
- Analyze and investigate rules violations and work-related injuries to contractors, employers and develops root-cause analysis process that supports the reduction of incidents.
- Develop cross functional inspection, audit, and efficiency testing programs to perform evaluations of key elements within SCRRA's SSPP.
- Works directly with private security contractors and law enforcement to reduce system-wide crime and trespassing events.



- Assure execution of Emergency management and practices that adhere to FEMA and Incident Management Systems (IMS) and FRA requirements.
- 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 Occupational Health and Safety, Law Enforcement, Engineering Management or related field.
- A minimum of ten (10) years of experience in a commuter/ regional railroad, Class 1 railroad, public transit agency in an FRA regulated environment.
- A minimum of five (5) years of managing system safety in a railroad environment including the practical application of FRA regulatory requirements.
- Must be General Code of Operating Rules (GCOR) qualified or can become GCOR qualified within the first year of employment.
- A combination of training, education 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

- A certification by the Board of Certified Safety Professionals (CSP)
- Certification as a Transit Safety & Security Practitioner (TSSP)

Knowledge, Skills, and Abilities

Knowledge of:

- SCRRRA policies, procedures, contract model and System Safety Plan.
- FRA regulations, railroad system safety applications and techniques, and safety regulatory requirements.
- Application of Law enforcement tactics and emergency management techniques.
- General Code of Operating rules, Maintenance of Way rules and instructions, dispatching manual of Operations and other rules that apply on SCRRRA property. Principles and practices of employee supervision.

Skilled in:

- Organization and time management.
- Problem solving.
- Microsoft Office Suite, including Excel spreadsheets.
- Strong and effective leadership, team building, communication, and time management.

Ability to:

- Assess hazards and develop and implement mitigation strategies.
- Track meetings, take notes at meetings and facilitate meetings.
- Respond to incidents, events, and accidents.
- Work in the office, field as well as irregular hours, nights, and weekends when necessary.



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: September 2025

