

JOB DESCRIPTION

Job Title: Assistant Director (Various)
Working Title: Assistant Director, Track and Structures Maintenance
FLSA Status: Exempt
Salary Grade: 11B

PURPOSE OF POSITION

The Assistant Director, Track and Structures Maintenance, will provide direction and oversight for the quality, efficiency, maintenance and performance of the agency's track, structures and right-of-way 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 director or executive level management
- Responsible for supervising and monitoring performance for a division or a 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.

- Manage and coordinate multiple concurrent contracts for track and structures maintenance, track and structures rehabilitation, railroad flagging (EIC), railroad construction management services, and engineering services.
- Oversee the process to ensure the inspection and then acceptance of any additions or modification to the agency's track, structures and right of way 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
- Supervise, manage and lead direct reports to assure the safe, efficient and reliable train operations.
- Coordinate and lead staff responsible for the contracted rehabilitation and maintenance of track, structures, and right of way to assure safe, reliable train operations.
- Support, oversee, and lead the maintenance and rehabilitation of the agency's track, structures and right of way.
- Respond to priority/emergency situations and provide on-call assistance on a 24 hour/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 track, structures and right of way.
- Continually assess the condition of the agency's 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.
- Monitor and assess the quality of work of the track and structures maintenance and rehabilitation contractors, including personal inspections of the infrastructure and observation of work processes.



- Refine Engineering standards and procedure manuals with periodic review and updates to the Track Structures and Right of Way Engineering Instructions.
- Develop and manage budgets for maintenance, rehabilitation, construction, and third-party infrastructure work.
- Inspect system regularly through hi-rail, head end, and train trips.
- Coordinate the close-out of contracts, including inventory and material transaction records generated by the contractors for material used for the construction, maintenance, rehabilitation, and third-party projects.
- Monitor and evaluate staff to establish training needs within the department and ensure staff meet objectives and expectations.
- 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 Engineering or a related field.
- A minimum of eight (8) years of experience managing passenger railroad construction, railroad rehabilitation and engineering projects with a Class 1, intercity passenger, or major commuter railroad in a 24/7 operations environment.
- A minimum of five (5) years of experience working with contracted services reviewing contract documents, managing the work of contractors and auditing their work.
- Must be General Code of Operating Rules (GCOR) qualified or can become GCOR qualified within the first year of employment.
- Registered Civil Engineer.
- 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

- California Professional Engineer

Knowledge, Skills, and Abilities

Knowledge of:

- Public procurement and contracting process
- Various federal, state and local laws, rules and regulations
- The review and analysis of complex proposals in a rail environment
- Track maintenance and Rail engineering procedures and requirements
- SCRRRA contracts and budgets policies and procedures
- Commuter Rail Operations, Operating and Safety Rules, FRA and CPUC requirements
- Track, structures and r/w engineering, maintenance, and construction requirements
- FRA 213 requirements



- Principles and practices of employee supervision

Skilled in:

- Verbal and written communication, including presentation skills
- Team building, conflict resolution, identifying problems and recommending solutions
- Setting goals, objectives, policies, procedures and establishing and reviewing work standards
- Microsoft software applications including, Word, Excel and Primavera Project Planning Software or similar tools

Ability to:

- Mediate, negotiate and exercise sound judgment in making decisions and, to think and act independently
- Balance multiple initiatives simultaneously, drive initiatives through to completion and continue to meet deadlines in a fast-paced work environment with frequently changing priorities
- Assess condition of infrastructure to determine short and long-term maintenance and rehab requirements
- Assess and resolve conflicts

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

