

JOB DESCRIPTION

Job Title: Chief Operating Officer

FLSA Status: Exempt

Salary Grade: 15

PURPOSE OF POSITION

The Chief Operating Officer will lead line operations by providing direction and leadership to the staff and contractors who are responsible for all line operations including Operations, System Safety, Security, Dispatching Services, Equipment, Engineering and Construction, Facilities and Fleet Maintenance, Field Operations Management, Materials Management and Warehousing, and Planning and Project Delivery, Positive Train Control (PTC) including Track, PTC Communications Systems, PTC Technical Support Services, PTC C & S Train Control Maintenance and PTC Network Control Operations.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the CEO and Board of Directors
- 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.

- Lead the operations and functions of all railroad services to ensure services are operating at maximum efficiency and that consistent quality service is provided.
- Monitor the development of the budget and budgetary performance and make necessary adjustments to achieve budget compliance.
- Manage and negotiate contracts with service providers (freight railroads, intercity rail operators, etc.) to ensure on-time performance and cost efficiency.
- Develop and review a variety of reports on the operating performance of the functional areas within the various departments and for the SCRRA overall. Report issues and problems involving department activities and take action to address and resolve issues.
- Provide day-to-day oversight, policy direction, and high-performance development for all the reporting departments.
- Evaluate the budgetary impact of operational recommendations.
- Collaborate with SCRRA executive team on the activities throughout the SCRRA, and lead the development of the Capital and Rehabilitation
- Review and make recommendations to the CEO on the impact of various changes to the commuter rail service.
- Direct staffing issues within the reporting departments to ensure that objectives are achieved within budgetary constraints.
- Work closely with the Executive Leadership team as part of a strong leadership team working on behalf of



the Chief Executive Officer.

- Act as the CEO's liaison to staff and the Board of Directors for preparation and reviews of all Board Committee and Board Agenda items related to the reporting departments.
- Represent SCRRRA to external audiences and stakeholders.
- In collaboration with the other Executives, leads the development of the Capital and Rehabilitation Plans and allocates resources accordingly.
- Interpret and provide guidance on a variety of laws, rules, regulations, policies, procedures, and contracts.
- Manage subordinates who may possess highly specialized knowledge and skills in professional disciplines other than one's own.
- Participate in various cross-functional teams and task force committees to address overall SCRRRA organizational strategies and goals.
- Liaison with the Federal Railroad Administration (FRA), Federal Transit Administration (FTA), California Public Utilities Commission (CPUC), National Transportation Safety Board (NTSB), and other governmental and regulatory bodies.
- 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 Business Administration, Public Administration, or Business Development.
- A minimum of ten (10) years of experience supervising, directing, and leading management-level staff.
- A minimum of five (5) years of experience in railroad operations in a senior leadership position.
- 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:

- Federal Railroad Administration regulations
- Strategic planning
- Industry issues, practices, and procedures
- Department interdependencies
- SCRRRA policies and procedures

Skilled in:

- Analysis and measurement
- Value orientation and reinforcement
- Strong and effective leadership, communication, time management, and organization



- Conflict resolution
- Team building
- Microsoft Office

Ability to:

- Demonstrate experience creating both vision and mission and providing leadership to others;
- Understand detailed related railroad construction designs, costs, and schedules
- Review cost and scheduling projections and studies, analyze cost and schedule problems, and their impacts on the SCRRA
- Review and monitor the delivery of services under those regulations
- Build team cohesiveness by establishing, communicating, and reinforcing shared values and norms
- Make formal presentations to large and small groups, the Board, and the public
- Provide clear direction and policies
- Create a work environment to encourage excellence, to reward performance, and to embrace change

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.

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