

JOB DESCRIPTION

Job Title: Chief Safety, Security, and Compliance Officer

FLSA Status: Exempt

Salary Grade: 14

PURPOSE OF POSITION

The Chief Safety, Security and Compliance Officer will provide leadership and oversight for day to day management of the SCRRA's Systems Safety, Security, and Compliance functions. This position will develop and manage all SCRRA's System Safety programs, serve as the Federal Railroad Administration (FRA) required program compliance officer for mandated FRA programs, Americans with Disabilities Act (ADA) compliance officer, and be responsible for monitoring, reviewing and analyzing performance of the operations compliance function in accordance with 49 CFR Part 200-399.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receive general oversight from the CEO.
- 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.

- Provide overall management and supervision of SCRRA's Systems Safety, Security, and Compliance functions.
- Develop and manage SCRRA's System Safety Program Plan (SSSP).
- Ensure a safe and secure commuter railroad environment for the passengers, employees, and the community by establishing the best appropriate and comprehensive safety and security programs.
- Ensure that SCRRA operating services contractors' performance meet specific railroad rules, including the Operating Supplemental Instructions and as required in 49 CFR, Parts 200-399.
- In accordance with 49 CFR Part 217.9; monitor and assess various projects, including the performance and instruction carried out by contractors or outside consultants and retain the written program of instruction on file for inspection and reporting. Perform additional monitoring and reporting for all contractor monthly testing programs.
- Develop, implement, and evaluate policies, procedures, and standards for the effective administration of a comprehensive ADA compliance program; coordinate and monitor compliance ADA activities.
- Manage and organize the preparation of comprehensive safety plans, audits and procedures for SCRRA property, including ADA requirements.
- Serve as FRA-required program compliance officer for mandated FRA programs, including SAFER (Title 49 Part 217 Railroad Operating Rules); Passenger Train Emergency Preparedness (49 CFR Part 239); System Safety Program Plan (49 CFR Part 270); and Critical Incident Stress Plan (49 CFR Part 272).
- Serve as the ADA program compliance officer.



- Provide effective coordination and oversight for departmental work to ensure the successful delivery of services associated with field operations compliance and its related activities.
- Ensure that the SCRRRA operating, mechanical, and engineering, maintenance, and rehabilitation contractors' program of instruction meets the specified standards of the rules as depicted under the appropriate Code of Regulations, including SOPs, efficiency testing, and training.
- Develop and administer the railroad compliance, and environmental remediation safety programs to meet federal and state regulatory requirements to support FRA/FTA/TSA/APTA audits. This includes the monthly regulatory accident/incident filing requirements under Title 49 CFR Part 225 Rail Railroad Accidents/Incidents.
- Direct education programs regarding rail safety to provide a rail safety outreach program, including emergency responder training and drills.”
- Partner and maintain communication with Federal and local law enforcement, contracted private security providers, customers and public safety agencies to address security and emergency preparedness and for incident responses. Direct law enforcement contracts and security guard contracts.
- Monitor and maintain current industry best practices.
- Oversee and participate in the development and administration of the division’s annual budget; monitor and approve expenditures.
- Review and monitor the means and procedures to be used for instruction of the various classes required for SCRRRA employees and all contractor employees including the frequency of instruction and the basis for determining that frequency, a schedule for completing the initial instruction of employees who are already employed when the program is updated or amended, and for each new employee hired subsequent to any program updates or amendments.
- Monitor and evaluate staff to establish training needs within the department and ensure objectives and expectations are met, along with compliance to policies and procedures.
- Manage consultants and staff to ensure that the integration of safety-related features are incorporated into the SCRRRA system.
- Prepare analytical and statistical reports on assigned project operations and activities. 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.
- 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, Public Administration, Criminal Justice, Business with emphasis on security management, emergency or disaster management, homeland security, law enforcement or a related field.
- A minimum of ten (10) years of work experience in safety management in a railroad environment or law enforcement experience at a management or executive level.
- A minimum of five (5) years of work experience in system safety and security with the practical application of federal safety regulatory requirements in a railroad environment.
- A minimum of five (5) years of work experience in planning, organizing, and coordinating activities, managing and motivating staff.



- 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 required experience.
- A 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

- Certification in Health and Safety and Environmental Management.
- Certification by the Board of Certified Safety Professionals and Peace Officer Standards of Training (POST) certification.

Knowledge, Skills, and Abilities

Knowledge of:

- Federal and state Safety Regulatory requirements
- SCRRRA policies, rules and procedures
- APTA and FRA guidelines
- Risks and system vulnerabilities
- Principles and practices of contract management

Skilled in:

- Strong and effective leadership
- Team building
- Communication
- Time management
- Data analysis and investigation
- Collaboration and inspection
- Microsoft Office suite

Ability to:

- Analyze technical issues and evaluate solutions
- Work alongside and around heavy vehicle traffic including climbing on and off trucks, trailers and rail equipment.
- 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.

Last updated: June 2025

