

JOB DESCRIPTION

Job Title: Civil Design Specialist

FLSA Status: Non-Exempt

Salary Grade: 5

PURPOSE OF POSITION

The Civil Design Specialist will support the day-to-day operation of the material warehouses and storage.

DISTINGUISHING CHARACTERISTICS

- This is the entry level in the Civil Design Specialist series. At this level, assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management/supervisory level roles
- This position has no formal supervisory responsibilities

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.

- Maintain back-up files in the CADD system.
- Coordinate with engineering staff regarding design criteria in the creation, modification, or correction of SCRRA electronic files.
- Create Track Alignment files for use with SCRRA Positive Train Control (PTC) system.
- Distribute and receive electronic files and hard copy plans to and from SCRRA's construction and design contractors.
- Determine accuracy of engineering plans for "as-built" and project design.
- Interact with senior engineers to provide input regarding track design and markups.
- Coordinate project requests and project status updates.
- Coordinate with SCRRA staff regarding creation, modification, or correction of SCRRA GIS mapping electronic files.
- 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

- High school diploma, GED or its equivalent
- A minimum of three (3) years of experience in engineering design preferred, with experience working for a railroad
- A certificate or technical training in Computer-Aided-Drafting and Design (CADD)
- Proficiency in Windows NT/PC, CADD, and/or Computer – Aided- Engineering (CAE) software, Micro-station and Arcview mapping software.



- 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.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- Computer-Aided-Engineering software
- Computer-Aided-Drafting and Design
- Material resource planning and warehouse management systems.
- Civil, Structural, and Mechanical Engineering
- SCRRRA Railroad Right-of-Way
- Freight car configurations and dimensions

Skilled in:

- Attention to detail.
- Verbal and written communication
- Organization and time management.
- Problem solving

Ability to:

- Translate engineering needs into working drawings
- Convert CADD data to GIS data
- Import, manipulate, and edit spatial data
- Create maps

PHYSICAL REQUIREMENTS

- Transition between standing, walking, and sitting at varying lengths of time
- Climb or balance and stoop, kneel, crouch, or crawl
- Use hands to finger, handle, feel, and grasp tools to perform the duties of the position
- Ability to lift, hold, and move objects up to 25 lbs.
- Hear and perceive the nature of sounds
- Listen and express or exchange ideas by means of spoken words
- Adjust visual focus.

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

