

## JOB DESCRIPTION

**Job Title:** Configuration Management Manager

**FLSA Status:** Exempt

**Salary Grade:** 9

### PURPOSE OF POSITION

The Configuration Management Manager will administer the PTC Configuration Management Program.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from director or executive level management
- Responsible for supervising and monitoring the performance for a regular group of employee 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.*

- Review, track, and control software releases, hardware components and documentation for the PTC systems
- Collaborate with Business Intelligence Architect to execute and sustain PTC Configuration Management Program for back office server, onboard, communication network, network management system, computer aided dispatch system, wayside, signal system, track database; customer information system and highway rail grade crossings
- Maintain the PTC system operational baseline
- Conduct version control and system compatibility review of change requests
- Manage baseline comparisons and configuration status accounting
- In collaboration with SCRRRA Information Technology, lead the team responsible for reviewing, examining and approving change requests to the PTC system version description document prior to any release of a system product
- Participate in a hierarchy of change control meetings and work closely with multiple disciplines, host and tenant railroads, designers, vendors, consultants, and contractors
- Execute and sustain PTC Asset Management Program covering hardware installed at onboard units, communication towers, signal houses, testing laboratory, and server rooms for PTC
- Produce reports to communicate PTC CM progress, action status, nonconformance, and discrepancies
- Conduct periodic reviews and audits of PTC Asset Management and PTC Configuration Management Programs and propose process improvements
- Review, develop and modify Configuration Management policies and procedures for PTC
- Participate in processes to track status of test reports primarily in support of software or hardware updates for PTC



- In collaboration with Purchasing, Contracts, and Contract Compliance, develop request for proposals, scope and engineer's estimates for task orders, material procurement or job orders for PTC
- Perform site visits of rehabilitation and construction projects
- 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 Systems Engineering, Computer Science, Information Systems, Engineering or a related field.
- A minimum of five (5) years of work experience performing similar job duties as described above, including prior knowledge of direct knowledge working with configuration management tools.
- Proven work record of effectively prioritizing and executing tasks in a high-pressure environment with close attention to detail.
- 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.

### Preferred Qualifications

Prior work with IBM Rational Configuration Management

### Knowledge, Skills, and Abilities

#### Knowledge of:

- Commuter railroad, track, signal, train control, PTC and communication systems.

#### Skilled in:

- Oral and written communication skills

#### Ability to:

- Interpret engineering drawings
- Ability to work independently and in a team-oriented, collaborative environment
- Work independently in a team-oriented, collaborative environment

## 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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