

JOB DESCRIPTION

Job Title: Coordinator, Facilities Maintenance

FLSA Status: Exempt

Salary Grade: 6

PURPOSE OF POSITION

The Coordinator, Facilities Maintenance, coordinates and manages the Agency's compliance with all Federal, State, County, and City, regulatory agencies within SCRRRA's territory of operation. Also assists Senior Manager and Supervisor Facilities Maintenance with various administrative tasks as assigned.

DISTINGUISHING CHARACTERISTICS

The classification is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from supervisors and departmental management
- 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.

- Coordinate compliance with regulatory agencies.
- Maintain accurate records of facility inspections, permits, business plans, and other compliance-related issues.
- Coordinate and manage the applications and payment of various permits.
- Ensure Facilities regulatory and certification requirements are met.
- Coordinate and manage the Agency's Storm Water Pollution Prevention Program (SWPPP) and permit, and all other environmental compliance matters. Coordinate and manage facilities and outlying points parking permits.
- Coordinate with SCRRRA and Contract managers to continuously update parking pass lists.
- Coordinate and manage the Agencies Backflow Prevention Program.
- Support Facilities Maintenance Technicians and provide advisory hands-on assistance with NetFacilities and other computer-related tasks.
- 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 two (2) years of experience in the principles and practices of public agency procurement processes, contract administration, OSHA, and other safety and environmental regulations and practices related to Facility maintenance



- A minimum of one (1) year of experience in a lead role, including the planning and coordinating of Facilities Maintenance, Environmental, Safety, and Regulatory Compliance management.
- 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:

- Common computer software and operating systems
- Regulatory and certification requirements
- Safety and environmental regulations and practices related to facilities maintenance
- Public agency procurement regulations
- Facility

Skilled in:

- Organization and time management
- Oral and written communication
- Troubleshooting
- Supervision

Ability to:

- Administer contracts
- Schedule preventative maintenance

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: February 2026

