

JOB DESCRIPTION

Job Title: Coordinator, Right-of-Way

FLSA Status: Exempt

Salary Grade: 6

PURPOSE OF POSITION

The Coordinator, Right-Of-Way will oversee and manage access to the right-of-way property as measured by conformance to applicable codes and regulations and expectations of the public and stakeholder agencies. They will also provide coordination services for a variety of documents for their assigned department.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from management/ supervisory level roles.
- 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 the review, approval, inspection and acceptance of third-party requests for temporary or permanent encroachments, construction, operation and maintenance activities on SCRRRA member agency owned right-of-ways.
- Provide clerical and administrative support to facilitate all capital and third-party projects.
- Work in coordination with the Finance Department to identify methods for tracking and collecting fees that are due. Provide record keeping for all capital and third party right-of-entry agreements to ensure accurate close out for final billing or refund.
- Coordinate with appropriate parties to ensure real estate leases, licenses, easements and construction agreements are processed after the appropriate parties have received them for review and approval.
- Review and coordinate approval of engineering design plans and specifications to ensure that applicable SCRRRA, Federal Railroad Administration (FRA), American Railway Engineering and Maintenance-of-way Association (AREMA), American with Disabilities Act (ADA), American Public Works Association (APWA), California Public Utilities Commission (CPUC) and other engineering practices, standards, regulatory requirements, county and city municipal codes are met.
- Work in coordination with a variety of public and private agencies such as SCRRRA member agencies, cities, and railroads to ensure adherence to SCRRRA right of entry and right of way processes and procedures.
- Maintain the system to ensure insurance certificates associated with the various engineering projects are current and provides on-going reports to various managers.
- Lead and oversee the work of consultants and contractor teams supporting railroad right-of-way efforts and coordination.
- Develop requests for proposal and qualifications for professional services related to right-of-way as well as participate in the evaluation and negotiation process. Monitor consultant contracts for compliance



with SCRRRA policies and project budgets, review and update contract deliverables, coordinate reviews, and track billings.

- Coordinate and update forms for the Department's standard operating procedures
- Support and coordinate clean-up efforts for all hard copy files and automate during contract close out.
- 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 four (4) years of experience performing administrative and clerical duties such as typing, filing and other general clerical functions.
- 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 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:

- Policies of SCRRRA and public agency environment

Skilled in:

- Strong and effective communication, time management, and organization
- Planning and Project management
- Microsoft Office and Oracle R12 database

Ability to:

- Provide clear direction and policy recommendation
- Anticipate and mitigate potential contractual and staff concerns
- Manage multiple projects simultaneously, developing and maintaining system to manage projects systematically

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

