

JOB DESCRIPTION

Job Title: Deputy Chief Operating Officer

FLSA Status: Exempt

Salary Grade: 14

PURPOSE OF POSITION

The Deputy Chief Operating Officer will provide direction to line operations for staff and contractors who are responsible for the delivery of services in the business units reporting to the Chief Operating Officer.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the CEO and Board of Directors
- Responsible for managing and monitoring work performance of a division or a 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 oversight of freight railroads and their agreements to run on SCRRRA.
- Ensure regulatory compliance to Federal regulations (CFR) and the General Code of Operating Rules (GCOR).
- Provide oversight for SCRRRA and contractors; set standards, specifications and goals for railroad infrastructure.
- Manage the processes by which third parties utilize SCRRRA track and infrastructure
- Provide contract management and consultant administration.
- Interact with executive level and administrative in meetings and conference calls.
- Prepare, present and review Board Staff Reports.
- Assess SCRRRA system rail infrastructure and systems by making onsite visits to contractors and staff responsible for engineering, construction, maintenance and operations.
- Establish and manage annual operating and maintenance budgets for assigned programs and departments.
- Coordinate special studies, investigations and analyses to determine root cause of issues; prepare results in report format and recommend solutions.
- Direct and coordinate with other key management team staff on operational system planning documents.
- Chair the internal SCRRRA Rules Committee and act as the COO's backup for work related to the Board of Directors including preparation and review of all Board Committee and Board Agenda items related to the reporting departments.
- Act as the COO's liaison with Safety and Security assuming accountability for maximum safety performance in the assigned departments.
- Manage and negotiate contracts with assigned contractors to ensure on time performance and cost efficiency.



- Ensure implementation of programs, policies and procedures and standard operating procedures to improve service quality.
- Manage and lead SCRRRA staff related to day-to-day railroad operations, construction, and maintenance.
- Provide direction and recommendations to solve complex operational issues and problems in the assigned departments.
- Represent SCRRRA to external audiences and stakeholders.
- Ensure subordinate staff are properly informed about programs, proposals, changes in operational direction, and staffing.
- Participate in various cross-functional teams to deploy resources properly based on SCRRRA organizational strategy and goals.
- Partner with the Federal Railroad Administration (FRA), Federal Transit Administration (FTA); California Public Utilities Commission (CPUC), National Transportation Safety Board (NTSB) and other governmental and regulatory bodies.
- 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 Administration, Public Administration, or a related field.
- A minimum of seven years' experience supervising, directing, and leading management-level staff.
- A minimum of five years' experience in railroad operations in a senior leadership position.
- 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.
- 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

- California Registered Professional Engineer

Knowledge, Skills, and Abilities

Knowledge of:

- Federal Railroad Administration regulations
- Strategic planning
- Industry issues, practices and procedures
- SCRRRA policies and procedures

Skilled In:

- Analysis and measurement
- Value orientation and reinforcement
- Strong and effective leadership, communication, time management and organization
- Conflict resolution
- Team building



- Microsoft Office

Ability to:

- Demonstrate experience creating both vision and mission and providing leadership to others
- Understand detailed related railroad construction designs, costs and schedules
- Review cost and scheduling projections and studies, analyze cost and schedule problems and their impacts on the SCRRA
- Make formal presentations to large and small groups, the Board and the public
- Provide clear direction and policies
- Create a work environment to build team cohesiveness, 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: July 2025

