

JOB DESCRIPTION

Job Title: Director, Capital Construction

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, Capital Construction will lead a team of staff, consultants, and contractors in the safe and successful delivery of the Agency's Program of Capital and Third-Party construction projects.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series

SUPERVISION EXERCISED AND RECEIVED

- Receive general oversight from Executive level roles
- Responsible for managing and monitoring work performance of a division 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.

- Direct, develop, and implement the organizational Construction Division strategic plan in support of SCRRRA business objectives and infrastructure/service development.
- Participate in the development of policies and procedures to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
- Lead, as Program Manager, the safe and successful delivery of capital and third-party construction projects with minimal operational railroad impacts, coordinating with the appropriate teams, departments, third parties, other railroads and statutory authorities.
- Manage consultant and contractor contracts, contract task orders, schedules, cost and scope.
- Ensure implementation of SCRRRA policy, procedure, standards and plans regarding the cost, schedule, and general project management activities for capital and third-party projects.
- Serve as project manager, where appropriate, on various complex engineering and construction projects, plans or studies. Proactively manage scope, budget, schedule, functional quality, internal and external impacts and assure projects are designed and constructed safely with no or minimal impacts to railroad operations.
- Establish and monitor policies and procedures for developing and delivering capital projects within a California Public Works contracting environment utilizing federal, state and local grant funds.
- Identify operating problem areas, inefficiencies and report on issues involving department activities; recommend and implement improved courses of action.
- Collaborate with managers and departments to accomplish organizational objectives, in support of the delivery of capital projects and railroad operations to facilitate timely project progress and compliance with financial and contractual requirements.
- Collaborate with third-party representatives and contractors to support successful delivery of third-party



owned projects, while upholding Agency safety, standards, and procedures and developing strong, supportive relationships.

- Direct staff, facilitate development and growth of staff experience, knowledge and abilities, establish training needs, individual performance goals and ensure objectives and expectations are met, along with compliance of policies and procedures.
- Direct the preparation and processing of all Board items in relation to departmental objectives as well as develop and make presentations to the Board, committees, councils and in.
- Direct the Authority's construction functions. Plan future direction for the work units of the Department.
- Manage the work of consultants and contractors for the Capital Construction Program to ensure compliance with contractual obligations, railroad operational safety, minimal impact to operations, adherence to quality and specifications for products and deliverables, integration into operational network and minimize future Agency maintenance obligations.
- Oversee the construction management and inspections for SCRRRA and third-party projects on or in close proximity to the railroad, ensuring they adhere to SCRRRA standards, guidelines, and safety protocols.
- Support preliminary planning for civil and railroad engineering projects, site visits, determining the scope of work, estimating engineering cost, estimating labor and materials, providing information to the project engineer to assist in determining whether project design or construction can be done in-house or contracted outside.
- Ensure compliance with Railroad and specification design requirements for all projects in the construction phase.
- Ensure compliance of construction and associated contracts with statutory authority rules and legislation.
- Manage and develop construction and third-party division annual operating budget.
- 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 Engineering, Construction Management, Business Management or a related field.
- A minimum ten (10) years of relevant and progressively increasing experience in construction, or engineering. Experience must include at least two (2) years of contract management of engineering or construction projects and five (5) years of experience managing the work of staff or consultants.
- A minimum three (3) years design or construction experience with a Commuter/Passenger or Class 1 Freight Railroad or as a consultant or contractor working on long term assignments involving Commuter/Passenger or Class 1 Freight Railroad Projects.
- 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" California driver's license with a satisfactory driving record of no more than two moving violations and no DUIs within the last 3 years.

Preferred Qualifications

- A minimum four (4) years of experience as a designer/engineer of civil, transportation and preferably railroad or transit facilities.



- A minimum five (5) years of experience in managing railroad or transit construction projects including three (3) years of experience managing railroad projects on dense traffic "active" railroad corridors.
- Railroad structure design, construction maintenance or condition rating and bridge management highly desirable.
- California Professional Engineers License

Knowledge, Skills, and Abilities

Knowledge of:

- SCRRRA policies, rules and procedures, and public agency environment
- Industry issues, practices and procedures
- Applicable federal, state and local regulations
- California Public Works

Skilled In:

- Strong and effective leadership, team building, communication and time management
- Analysis, measurement and process improvement
- Microsoft Office

Ability to:

- Interact, communicate and facilitate discussion at all employee levels
- Provide clear direction and policy recommendations
- Anticipate and mitigate potential contractual and staff concerns
- Maintain relationships with appropriate railroad or functional industry partners
- Maintain technical competency and current knowledge of the field
- Develop and deliver commuter or freight railroad infrastructure projects

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 25lbs
- 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

