

JOB DESCRIPTION

Job Title: Director, Design

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, Design will provide leadership and oversight for the day-to-day management of the Engineering Design Department. The Director will lead a team of staff, consultants, and contractors in successfully delivering various design projects. This position will manage the Southern California Optimized Rail Expansion (SCORE) Program, a multi-year program to increase the capacity of the regional rail system by designing key infrastructure, such as double track, station platforms, grade crossing improvements, signal respacing, and maintenance facilities.

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 the Authority's infrastructure design and engineering functions and lead the implementation of the SCORE program.
- Proactively lead and oversee the management of scope, schedule, budget, functional quality, and risk mitigation during the design phase of railroad infrastructure projects.
- Lead the development and maintenance of railroad engineering standards, specifications and processes: provide oversight of internal and external design plans and specifications for compliance with railroad requirements.
- Act as railroad engineering subject matter expert with internal and external clients.
- Direct staff and oversee the management of contractors and consultants. Establish training needs and ensure objectives and expectations are met, along with compliance of policies and procedures.
- Collaborate with internal and external stakeholders to accomplish organizational objectives in support of the delivery of capital projects to facilitate timely project progress and compliance with financial and contractual requirements.
- Report regularly on SCORE Program status to the Executive Leadership Team, Member Agencies, Board of Directors, and funding partners.
- Participate in various cross-functional committees to address overall organizational strategies and goals.
- Assist with managing grant funding requirements; work with internal staff on funding allocation requests; manage grant scope, budget, expirations, and invoicing to ensure timely reimbursement and project close-out.



- Oversee the management of key railroad documents, including track charts, composite maps, and as-built drawings.
- Develop and lead execution of agreements with 3rd parties for support of capital projects.
- Direct the preparation, processing, and present all Board of Director staff reports related to departmental objectives.
- 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 of ten (10) years of relevant and progressively increasing experience in engineering or construction. Experience must include at least four (4) years of program management of complex engineering or construction projects and four (4) years of experience managing the work of staff and/or consultants.
- A minimum of five (5) 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.
- Proven capability and direct experience managing multiple complex projects over \$50M, including overall responsibility for quality, schedule, and budget.
- California Professional Engineers License preferred.
- 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

None

Knowledge, Skills, and Abilities

Knowledge of:

- Class 1 rules and procedures, and public agency environment
- Industry issues, practices and procedures
- Applicable federal, state and local regulations
- California Public Works
- Primavera P6 and Project Management software systems

Skilled In:

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

Ability to:

- 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 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

