

JOB DESCRIPTION

Job Title: Director, Facilities and Fleet Maintenance

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, Facilities and Fleet Maintenance, will provide direction and assess the quality, efficiency and performance of the maintenance and repair of the SCRRA maintenance facilities and non-revenue vehicle assets.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from Executive level management
- 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 (Department) strategic plan supporting SCRRA business objectives.
- Responsible for full management responsibility for all departmental services and activities.
- Negotiate and manage the Facilities and non-revenue Fleet Maintenance contracts. Monitor various contracts for funding and expiration.
- Manage and oversee repairs and maintenance of all SCRRA owned non-revenue vehicles.
- Manage and oversee utilities across SCRRA system.
- Direct and oversee daily Interaction across departmental lines, addressing work requests at each of the Authority's facilities, administrative offices and rolling stock equipment layover facilities, data and dispatch centers
- Manage and oversee repairs on specialized railroad specific equipment including wheel truing machine, locomotive maintenance drop table, overhead cranes, and rail car lift jacks.
- Oversee and participate in the preparation and administration of assigned program budget; monitor expenditures.
- Oversee and coordinate contracted activities including maintenance and modification of facilities and non-revenue equipment; ensure compliance with contract guidelines.
- Develop and implement the non-revenue vehicle replacement program and ZEV transition plan.
- Manage and ensure compliance of California off-road diesel-fueled fleets, advanced clean fleets and Rule 1196 - Clean On-Road Heavy-Duty Public Fleet Vehicles regulations for non-revenue fleet.
- Ensure the compliance of certifications, licensing and testing requirements with SCAQMD, local fire departments, counties, state and federal agencies for facilities and non-revenue fleet, including SSPPP.



- Oversee administration of the Department Motor Vehicle (DMV) Pull Notice Program and various California Highway Patrol (CHP) regulatory requirements for Commercial Drivers and Commercial Vehicles and the California Smog Check Program.
- Monitor and evaluate staff and contractors to establish training needs within the department and ensure objectives and expectations are met.
- Participate in professional meetings and committees, and represent the SCRRA at various environmental seminars, workshops, and audits.
- 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 a related field.
- A minimum of ten (10) years of experience in a position performing the duties listed above or similar duties related to facility and fleet management.
- A minimum of five (5) years of experience in a management role with at least three of the four years directly supervising maintenance staff.
- 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 required experience.
- Valid class C Driver's License with a satisfactory driving record of no more than two moving violations and no DUI's within the last three years

Preferred Qualifications

- Facilities Management Certification

Knowledge, Skills, and Abilities

Knowledge of:

- Building construction, subsystems and industrial equipment.
- Building task schedules, estimating manpower requirements, equipment requirements and detail materials needed in order to accomplish each task.
- Vehicle specifications and Original Equipment Manufacturer (OEM) maintenance requirements and detail materials needed.
- OSHA requirements.
- Applicable federal, state and local facilities related regulations, compliance and testing requirements.
- SCRRA contracting and purchasing policies and procedures.

Skilled In:

- Microsoft Office and various software associated with database management systems
- Strong and effective leadership, communication, time management and team building



- Project management

Ability to:

- Analyze financial data.
- Troubleshoot vehicle, facilities and specialized railroad related equipment.
- Schedule and plan projects.
- Inspect and evaluate various site conditions and determine maintenance and repair requirements.

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: December 2025

