

## JOB DESCRIPTION

**Job Title:** Director, Maintenance of Equipment

**FLSA Status:** Exempt

**Salary Grade:** 13

### PURPOSE OF POSITION

The Director, Maintenance of Equipment, will direct the department's activities and oversee contractors and rolling stock rehabilitation programs, ensuring that the equipment maintenance function is compliant with all passenger equipment safety standards under 49 CFR § 238.

### 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.*

- Provide strategic direction and oversight of rolling stock procurement, maintenance, modification and repair to the preventative maintenance program.
- Direct the development of the fleet management plan for future procurements and anticipated retirement of current rolling stock.
- Manage and maintain equipment engineering and equipment train operations.
- Develop departmental capital and operating plans.
- Review the development of equipment specifications and participate in the selection of vendors in collaboration with corresponding teams, ensuring compliance to SCRRRA rules, regulations and policies.
- Review actions taken on train delays as a result of mechanical failures, derailments, crossing accidents and damage to rolling stock or property.
- Prepare written and oral reports for management, boards, committees and outside agencies.
- Represent SCRRRA and the Equipment Department before various boards, commissions, local, regional, state and federal agencies and other transit systems.
- Oversee the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditure.
- Serve as a contract compliance SCRRRA Transit's primary commuter rail subject matter expert in areas of start-up and ongoing operations. Serve as a contract compliance interface with current maintenance contractor and SCRRRA.
- Monitor and evaluate staff to establish training needs within the department and ensure objectives and expectations are met.
- Respond to customer, vendor and coworker inquiries.



- Assist the Deputy Chief Operating Officer with emerging issues, industry trends and Board required communication.
- Respond to emergencies on a 24 hour-7 days per week basis  
Direct the preparation and processing of all Board items in relation 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 Mechanical or Electrical Engineering, Transportation Management, Business Administration or a related field.
- A minimum of ten years’ experience in transportation operations related to maintenance and repair of rolling stock vehicles in a management or leadership capacity directly supervising employees.
- 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 DUIs within the last three years.

### Preferred Qualifications

None

### Knowledge, Skills, and Abilities

#### Knowledge of:

- FTA, FRA and NTSB policies related to railroad operations
- Policies of SCRRRA and public agency environment
- Equipment Capital Plan, RFP and IFB preparation and process
- Procurement and maintenance of rolling stock and other related commuter railroad equipment, track and communication devices and signal systems
- Fleet planning
- Principles and practices of program management

#### Skilled in:

- Strong and effective leadership, team building, communication, and time management
- Planning and Project management
- Microsoft Office
- Logistics and metrics
- Comparative analysis
- Strategic planning

#### Ability to:

- Provide clear direction and policy recommendation
- Anticipate and mitigate potential contractual and staff concerns
- Make clear and concise formal presentations



- Work in an on-call 24/7 environment

#### **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: August 2025

