

JOB DESCRIPTION

Job Title: Director, Materials Management

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, Materials Management will perform a complete range of material management functions and maintain responsibility for the management of SCRRRA's material and fuel inventory.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the 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.

- Implement and manage the SCRRRA Fuel Management Strategic Plan including negotiating Forward Fix Pricing agreements, and scheduling fuel deliveries with the SCRRRA fuel provider(s).
- Facilitate and coordinate the material management function throughout SCRRRA Monitor diesel fuel by fuel levels, receiving of truck loads and reconciling the amount of contracted fuel to ensure the ordered volumes are the received volumes.
- Coordinate cycle counts, physical inventory, minimum/maximum levels, economic reorder points and safety stock, disposition of obsolete material, and warehouse layout functionality
- Review of guidelines to ensure a safe environment for the team to operate. Encourage team to inspect all equipment before use thereof and tag out if unsafe.
- Provide end of year Physical Inventory Count, preparation for, reporting for and scheduling.
- Coordinate with cross-functional business teams to develop the best economic strategy for production planning to support system demand.
- Approve all purchase orders within authorized limits and obtain further approvals.
- Provide support to SCRRRA personnel regarding the Develops strategies to streamline inventory procedures and reduce inventory relative to overall unit goals and objectives.
- Collaborate with SCRRRA departments/divisions for inventory requirements for maintenance, repair, capital construction and rehabilitation.
- Approve and verify requisitions and invoices
- Manage the disposition and record keeping of fixed assets in the SCRRRA Materials Management System (AssetWorks).
- Ensure achievement of financial objectives by preparing and monitoring expense, capital, and inventory budget; reconcile variances and develop and implement cost improvement programs.



- 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 Finance, Business Administration, Accounting, or a related field.
- A minimum of eight (8) years of experience in transportation operations related to maintenance and repair of rolling stock vehicles in a management or leadership capacity directly supervising employees.
- A minimum of five (5) years of experience in a supervisory role.
- Two (2) years of experience in a project management.
- 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

None

Knowledge, Skills, and Abilities

Knowledge of:

- Policies and procedures for the purchase of goods, services and capital equipment.
- Diesel marketplace
- Fuel level reporting system
- Diesel fuel trends
- Safety guidelines
- Inventory

Skilled in:

- Organization and prioritization
- Analysis
- Supervision
- Team building and coordination

Ability to:

- Confirm receipt of goods and services
- Monitor and track fuel and other supplies
- Oversee daily briefings
- Monitor and track daily meetings

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

