

## JOB DESCRIPTION

**Job Title:** Director, Signals & Communications

**FLSA Status:** Exempt

**Salary Grade:** 12

### PURPOSE OF POSITION

The Director, Signals and Communications, will provide direction and assess the quality, efficiency and performance of the PTC, communication and signals system and closely related railroad infrastructure necessary to support the safe, reliable and efficient operation of trains.

### 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.*

- Support mechanical, track, and signals through the purchase of necessary parts and materials to sustain operations.
- Purchase, receive and approve all parts and/or materials for the maintenance of locomotives and passenger cars, track and signals and communications along right-of-way.
- Negotiate and manage selected contracts with vendors, contractors and consultants.
- Maintain relationships with appropriate railroad or functional industry partners and stay current on relevant issues, practices and procedures.
- Direct inventory reporting and preparations for scheduled physical inventory counts.
- Oversee and coordinate contracted activities including maintenance and modification of equipment, ensuring compliance with contract guidelines.
- Direct and provide daily monitoring of diesel fuel by analyzing fuel levels. Receive truck loads of fuel and reconciles amount of contracted fuel to ensure ordered volumes are the received volumes. Purchase and distribute diesel fuel.
- Oversee and participate in the development and administration of the departments' annual budget; monitor and expenditures.
- Monitor and evaluate staff to establish training needs within the department and ensure objectives and expectations are met, along with compliance to policies and procedures.
- Collaborate with SCRRRA managers and various departments to accomplish organizational objectives.
- Direct the preparation and processing of all Board items in relation to departmental activities.
- Establish and maintain productive working relationships with member agencies.



- 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 or related field.
- A minimum of ten (10) years experience as an employee, contractor, or consultant with a Class 1, intercity passenger or major commuter railroad in a 24/7 operations environment.
- A minimum of five (5) years experience in successfully directing, managing and supervising staff, contractors and/or consultants.
- 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

- APICS Certification in Production and Inventory Management (CPIM)
- California Professional Engineer License

### Knowledge, Skills, and Abilities

#### Knowledge of:

- SCRRRA policies and procedures
- Applicable Federal, state and local laws, codes, statutes and guidelines
- Diesel marketplace, fuel trends and systems
- Safety guidelines
- Inventory procedures and task assignments

#### Skilled in:

- Organization and prioritization
- Analysis, measurement and process improvement
- Strong and effective leadership, team building, communication and time management

#### Ability to:

- Monitor and track fuel levels
- Determine entry and purchasing positions
- Oversee daily meetings and briefings
- Analyze inventory cycle counts

## 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

