

JOB DESCRIPTION

Job Title: Director, System Safety & Security

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, System Safety and Security, will provide leadership and oversight for the day-to-day management of the SCRRRA System Safety and Security functions.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receive 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.

- Prepare and review the System Safety Program Plan developed for SCRRRA.
- Ensure a safe and secure commuter railroad environment for the passengers, employees and the community by establishing the best appropriate and comprehensive safety and security programs. Manage and organize the preparation of comprehensive safety plans, audits and procedures for SCRRRA property.
- Partner and maintain communication with local law enforcement, contracted private security providers, customers and public safety agencies to address security and emergency preparedness and for incident responses. Direct law enforcement contracts and security guard contracts.
- Oversee and participate in the development and administration of the division's annual budget; monitor and approve expenditures.
- Develop and administer the railroad compliance, and environmental remediation safety programs to meet federal and state regulatory requirements to support FRA/FTA/TSA/APTA audits.
- Direct safety rail education programs in an effort to provide a rail safety outreach program, including emergency responder training and drills.
- Monitor and maintain current industry best practices.
- 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.
- Manage consultants and staff to ensure that the integration of safety-related features are incorporated into the SCRRRA system.
- Prepare analytical and statistical reports on assigned project operations and activities.



- 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 Business, Public Administration, Criminal Justice, Business with emphasis on security management, emergency or disaster management, homeland security, law enforcement or a related field.
- A minimum of ten (10) years of work experience in safety management and similar programs in a railroad environment.
- A minimum of five (5) years of railroad work experience, including experience in system safety and security with the practical application of safety regulatory requirements and preparing and reviewing reports and other correspondence related to safety and security programs on the railroad.
- A minimum of five (5) years of work experience in planning, organizing, and coordinating activities, managing and motivating 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 the required experience.
- A 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

- Certification in Health and Safety and Environmental Management
- Certification by the Board of Certified Safety Professionals and Peace Officer Standards of Training (POST) certification

Knowledge, Skills, and Abilities

Knowledge of:

- Federal and state Safety Regulatory requirements
- SCRRRA policies, rules and procedures
- APTA and FRA guidelines
- Risks and system vulnerabilities
- Principles and practices of contract management

Skilled in:

- Strong and effective leadership, team building, communication, and time management
- Data analysis and investigation
- Collaboration and inspection
- Microsoft Office suite

Ability to:

- Analyze technical issues and evaluate solutions
- Operate forklifts, bridge cranes or other equipment
- Work around heavy vehicle traffic including climbing on and off trucks, trailers and rail equipment



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

