

JOB DESCRIPTION

Job Title: Director, Track and Signal Infrastructure Maintenance

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, Track and Signal Infrastructure Maintenance, will oversee the day-to-day contract management, administration, compliance as well as the operations, activities, overall success and execution of the contract. This position will manage the scope, schedule, budget of contract mobilization and full delivery of services including the annual maintenance, rehabilitation and capital support components of the contract. Metrolink is in the process of procuring a new contract to maintain the Authority's five-county railroad track and signal infrastructure and perform related support services. This position will manage the selected firm, with a 5-year base term and 3-year option, will be responsible for basic maintenance of Metrolink's rail infrastructure including track, bridge, right-of-way (ROW), signal, communications, train control systems, specialized maintenance equipment and maintenance support facilities.

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 leadership, oversight and contract compliance of contract, to ensure track and signal systems are in safe condition for passage of trains;
- Act as the designated Project Manager for the Track and Signal Infrastructure Maintenance and Support Service Contract and Direct or matrixed supervision of at least one Assistant Director and support staff
- Collaborate and work in close coordination with other departments including rehabilitation, capital support, safety, finance/budgets, Contracts and Procurement, track and signal materials/equipment procurement and materials/equipment inventory management, DBE/Labor compliance and legal counsel;
- Manage support and matrixed staff (Track and Signal staff) to ensure budget, scope, administration and oversight of Contract requirements are adhered to
- Manage the material, equipment management, inventory process under the Contract
- Ensure contractor's commitment and compliance to the Authority's safety and infrastructure maintenance standards
- Ensure Contractor's commitment and compliance to the Authority's DBE and labor requirements
- Ensure maintenance of written records, correspondence and documentation related to the Contract
- Maximize and implement business modernization and improvements in infrastructure related maintenance technical practices and standards included within Contract Scope



- Communicate and present information to key stakeholders
- Monitor Contract cycle through mobilization, close-out, extension, or renewal
- Mitigate and address all contract related issues, while recommending strategic solutions
- 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, Construction Management, business, or a closely related field, or an equivalent combination of education, training, and highly relevant work experience
- A minimum of ten (10) years of experience in a combination of railroad maintenance, construction, and engineering management
- A minimum of five (5) years of experience in successfully managing railroad infrastructure contracts and contract requirements at all levels - detail, mid and high-level
- A minimum of five (5) years of experience as a Safety Leader and advocate, leading a culture of safety among staff and contractors
- Minimum 5 years of experience motivating and leading contractors and support staff to achieve all contract requirements and the goals of the contract
- 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

- Experience similar in scope and complexity to Metrolink’s infrastructure; inclusive of contract scope, schedule, quality, safety, and budget.

Knowledge, Skills, and Abilities

Knowledge of:

- SCRRRA policies and procedures
- Applicable Federal, state and local laws, codes, statutes and guidelines
- 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:

- 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: July 2025

