

## JOB DESCRIPTION

**Job Title:** Director, Train Control & Communications

**FLSA Status:** Exempt

**Salary Grade:** 12

### PURPOSE OF POSITION

The Director, Train Control & Communications, will provide direction and assess the quality, efficiency, and performance of the positive train control (PTC), communication systems, 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.*

- Direct the day-to-day services and lead the administration, operations, and management of the PTC, train control and communication systems, and closely related railroad infrastructure.
- Provide support to the day-to-day activities and projects of the PTC Technical Services team to ensure compliance with SCRRRA, regulatory and industry requirements and standards
- Oversee and support activities related to the maintenance and rehabilitation of SCRRRA's wayside signal, communication and Customer Information Systems (CIS), and closely related railroad infrastructure.
- Oversee the activities and performance of a team of employees charged with coordinating installation, maintaining and updating of the communications and signal systems for the railroad.
- Provide support to managers and assistant directors who oversee contractor personnel performing day-to-day routine maintenance and installation of various communication and train control systems.
- Conduct research on emerging railroad control technologies in support of communication, train control and CIS and technical services that will increase cost-effectiveness and infrastructure flexibility.
- Continually assess the condition of the train control and communication and related railroad infrastructure and assure it is maintained in a state of good repair, in compliance with established configuration management standards and current with railroad industry requirements.
- Ensure the outcomes for the contractors are performance driven and in alignment with all contract terms and conditions for maximum performance along the right of way.
- Review the accuracy of reports, memorandums, and instructional manuals used by contractors and staff for the communications and train control systems.
- Participate as an active member of the Metrolink team to review projects and establish priorities.
- Contribute to the development and maintenance of the annual operating, rehabilitation and capital budgets to achieve support for the communication, train control and other related systems or programs.



- Work with the Deputy Chief Operating Officer and collaborate with the Purchasing, Contracts, and Contract Compliance team to ensure contracts related to communications, train control and PTC technical services are appropriately developed, reviewed and managed in cooperation with other management team members.
- Write Board staff reports and make presentations to Board Committees and the Board of Directors.
- Assess the delivery of the work products as outlined on project schedules.
- Assist with the resolution of issues related to communication and train control failures.
- Be available to respond to priority/emergencies on a 24 hours/7 days per week basis.
- Work cooperatively and collaboratively with all SCRRRA departments to ensure the delivery of a quality work product and the improvement of PTC business processes.
- 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

- An Associate's degree in Engineering or related field
- A minimum of ten (10) years as an employee, contractors or consultant with a Class 1, intercity passenger or major commuter railroad in a 24/7 operations environment including experience in:
  - Working with complex railroad operations systems and processes such as configuration management, control centers, wayside signal, train control and communication infrastructure and other railroad mission critical systems.
  - Working with design, engineering or maintenance of signal or communication or train control centers and systems on a commuter or Class 1 railroad.
- A minimum of five (5) years of experience in successfully directing, managing, and supervising staff, contractors, and/or consultants.
- A combination of training, education, 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 DUI's within the last three years.

### Preferred Qualifications

- A Bachelor's degree in Engineering or related field
- Registration as a California Registered Engineer

### Knowledge, Skills, and Abilities

#### Knowledge of:

- Developing multi-year budgets and grant requests;
- Developing and overseeing scope, schedule, budgets, and construction for railroad infrastructure projects;
- General railroad infrastructure with a focus towards ITC/I-ETMS-PTC systems, wayside signals, highway-rail grade crossings, railroad communication systems and applications;
- General Code of Operating Rules (GCOR) and MOW GCOR qualified in the last five years;
- General railroad operations and specifically inter-city passenger or commuter railroad operations;



- Public agency policies and processes
- SCRRRA policies and procedures

Skilled In:

- Interpersonal relations
- Collaboration
- Delegation of duties and responsibilities
- Oral and written communication
- Time management and organization
- Strategic thinking and planning
- Analyzing problems and recommending solutions
- Working independently and in a team-oriented collaborative environment
- Executing tasks in a high-pressure environment

Ability to:

- Write Board staff reports and making Board presentations
- Communicate effectively orally and in writing
- Interact, communicate and facilitate discussion at all employee levels
- Led a team/department
- Build and leverage mutually beneficial relationships and networks, both internal and external.
- Manage significant cross-functional projects to ensure initiatives and timelines are met.
- Independently establish/meet goals and deadlines
- Interpret data, analyze trends, and make informed decisions.
- Perform successfully in a fast-paced work environment with minimal supervision.
- Create, develop and propose innovative, out of the box solutions to organizational issues.

**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 25lbs
- 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
- Manager frequent exposure to freight, passenger rail and vehicular traffic as well as signal masts and bridges, communication towers and antennas located on SCRRRA right-of-way and at mountain top locations;
- Ability to work within and on static and moving locomotives and cab cars;
- Work within an environment with frequent exposure to electrical (EMF/EM I) heights (communication towers and antennas), weather, mechanical and physical hazards;



- Perform field work including inspections, field diagnostic surveys, measurements, hy-rail trips, communication tower and antennas on the railroad right-of-way using personal protective equipment;
- Ability to climb stairs and work around machinery in an office/warehouse environment.

### **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: February 2025

