

JOB DESCRIPTION

Job Title: District T & S Maintenance Supervisor

FLSA Status: Exempt

Salary Grade: 9

PURPOSE OF POSITION

The District T & S Maintenance Supervisor, will take charge of and be responsible for the inspection and maintenance of track, structures and the right of way in an assigned District.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from departmental management
- First-line supervisory responsibility

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.

- Work with the Maintenance of Way Contractor to coordinate various work routines on the right of way.
- Develop and maintain inspection and maintenance data.
- Develop and maintain task lists for work to be complete.
- Recommend track and structures rehabilitation projects.
- Develop and oversee contractor work schedules.
- Inspect contractor work for compliance with standards.
- Determine required work equipment and monitor use and maintenance.
- Prepare regular productivity, expenditure and work reports.
- Monitor and ensure compliance with Federal Railroad Administration (FRA) and California PUC requirements related to railroad track and structures (CFR 213,214, 217, 218) including recordkeeping.
- Coordinate, schedule and manage Ultra-Sonic testing of rail and Geometry Car testing of track.
- Prepare requests for Contract Task Orders (CTO) and independent estimates for track rehabilitation, capital construction and maintenance projects.
- Review safety programs and audit field personnel for compliance.
- Participate and verify results of FRA inspections including Geometry Car.
- Maintain the Maintenance Task List and participate in the preparation of the Annual Maintenance and Rehabilitation budgets.
- Coordinate with other SCRRRA department personnel and contractors the development of specifications for maintenance equipment and materials and contract documents for MOW Services Contracts system-wide
- Participate in the development of the SCRRRA Roadway Worker rules.
- Coordinate with other SCRRRA department personnel and contractor to ensure compliance with SCRRRA standards during fabrication of track components.



- Work with other SCRRRA staff and contractors to ensure third party construction complies with approved plans and specifications.
- Work with other SCRRRA staff and contractors to ensure appropriate use of the right of way by outside parties through personal inspections and meetings with the parties.
- Perform regular Efficiency tests to ensure rules compliance.
- Attend all required classes and pass required tests on operating and safety rules.
- Acquire and maintain Territory Qualifications on assigned Districts and operate hi-rail vehicles as required.
- Review and analyze complex construction proposals, evaluate alternatives and make value engineering recommendations in accordance with established engineering and maintenance standards.
- Complete field work including inspections, measurements, operate switches, set up hi-rail trips in the railroad environment in conformance with rules and personal protective equipment requirements.
- 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

- High school diploma or GED
- A minimum of ten (10) years of work experience in managing main line railroad constructions, rehabilitation, or maintenance projects.
- Qualified in accordance with Track Safety Standards 49 CFR Part 213 Subpart A to F Class of Track 1-5, Subpart A section 213.7 (a) (b) or ability to become qualified within the first year of service in this position.
- A combination of training, education 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.
- Federal Communications Commission General Class Radio Telephone License.
- 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

- Bachelor's degree

Knowledge, Skills, and Abilities

Knowledge of:

- Track inspections
- Automated track measurements systems and methods
- SCRRRA policies and procedures
- Applicable federal, state, and local laws, codes, statutes, and guidelines
- Safety guidelines

Skilled in:

- Use of Microsoft Office
- Strong and effective organization, communication, and time management



Ability to:

- Work independently and in a team-oriented, collaborative environment
- Prioritize and execute tasks in a high-pressure environment
- Acquire and maintain Territory Qualification on assigned Districts and operate Hi-Rail vehicles
- Attend appropriate training classes and pass required tests
- Keep multiple contracts on schedule, within budget and in compliance with contract specifications

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.

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