

JOB DESCRIPTION

Job Title: Manager II (Various)
Working Title: Emergency Manager
FLSA Status: Exempt
Salary Grade: 10

PURPOSE OF POSITION

The Emergency Manager, will provide oversight for day-to-day management of the Emergency Management program functions. This position is accountable for the development, implementation, and oversight of the SCRRRA emergency management program.

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Manager (various) series. At this level, incumbents typically independently represent the organization; serve as a subject matter expert who possesses highly specialized knowledge, skills, abilities, and experience; are responsible for a specialty program area that has a major impact on the organization.

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.

- Responsible for emergency management activities such as planning, preparedness, prevention, response, recovery, and reconstitution of passenger rail service.
- Develop and manage training in collaboration with department managers at SCRRRA facilities for emergency response plans for building occupants, contractors, and visitors at all facilities.
- Responsible for the development and maintenance of all emergency plans including annexes such as terrorism, security, pandemic, distribution, hazard mitigation, continuity of operations that meet regulatory requirements.
- Develop and manage training, drills, and exercises of SCRRRA's incident response plans (IRP), consisting of the National Incident Management System (NIMS) under FEMA and elements of the Incident Command System (ICS) to keep the agency operating following a major event.
- Establish program procedures following the incident management systems (IMS) and NIMS in coordination with stakeholders in execution of emergency plans and responses during a natural or human made disaster.
- Conduct research, formulate recommendations, and prepare reports for presentation to the Chief Safety, Security & Compliance Officer, Executive Leadership, The Board of Directors, management, committees, and outside agencies and stakeholders.
- Participate in the preparation and administration of assigned program budget, submit budget recommendations, and monitor expenditures.
- Serve as point-of-contact to state and federal emergency management agencies for public assistance



grants following a declared natural disaster.

- Serve as liaison to emergency management agencies, other emergency managers/programs and member agencies, as well as surrounding counties, local, state, and federal agencies, and contractors.
- Apply for hazard mitigation grants, as available, to better prepare SCRRRA's assets for major natural events.
- Oversight of contracts and contractors directly related to the department.
- Prepare analytical and statistical reports and communicate regularly with internal and external SCRRRA stakeholders.
- 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 Emergency Preparedness or Management, Public Administration, Homeland Security, Fire Science, public health, or other degree with emphasis on emergency preparedness and response.
- A minimum of six (6) years of work experience in freight or passenger rail, public transportation government entity.
- Certifications from FEMA in ICS 100, ICS 200, IS 300, IS 700 are required.
- 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.
- A valid Class "C" California 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

- Master's degree

Knowledge, Skills, and Abilities

Knowledge of:

- Substantial working knowledge of Federal, State, County and local regulations, statutes, ordinances, and procedures relating to Emergency Management, mitigation, preparedness response and recovery.
- Budgeting and accounting principles.
- Principles and practices of employee supervision and performance management.

Skilled in:

- Use of Microsoft Office Suite.
- Strong and effective, leadership, communication, team building and time management.

Ability to:

- Keep multiple contracts on schedule, within budget and in compliance with contract specifications.
- Make oral and written presentations to peer and executive groups, and other policy groups in a clear and concise manner.
- Work independently, use good judgement and meet timelines.
- Complete project deliverables and get consensus or buy in with stakeholders.
- Apply considerable analytical ability to select, evaluate and interpret data, guidelines, policies, and procedures.



- Establish and maintain effective working relationships with outside and inside contacts to carry out organizational programs.

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: October 2025

