

JOB DESCRIPTION

Job Title: Station Maintenance Administrator
Working Title: Environmental Compliance and Station Administrator
FLSA Status: Exempt
Salary Grade: 8

PURPOSE OF POSITION

The Environmental Compliance and Station Administrator is responsible for ensuring that all Metrolink-owned and operated facilities maintain full compliance with applicable environmental regulations, and that all stations meet required safety, security, and accessibility standards. This role serves as a key resource for environmental oversight, regulatory reporting, and interagency coordination, while driving continuous improvement across station operations. The position requires comprehensive knowledge of environmental compliance programs, facility inspection protocols, ADA accessibility requirements, and industry best practices for public transit operations.

DISTINGUISHING CHARACTERISTICS

This classification is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management
- This position has no formal supervisory responsibilities

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.

- Inspect and document Metrolink Facilities for Environmental Compliance and maintain required documentation, including but not limited to CUPA and SC-AQMD permits.
- Oversee development and compliance of Stormwater Pollution Prevention Plans and Spill Prevention, Control, and Countermeasure Plans.
- Function as a liaison with the proper city personnel regarding Metrolink station improvements such as repair, testing and maintenance of equipment and communicate all ADA findings and requirements.
- Facilitate safety training and coordinate safety protection during station maintenance work performed by station owners.
- Review and enforce station maintenance policies and procedures.
- Recommend improvements to station, facilities and applicable signage.
- Monitor performance and communication issues with the Metrolink information telephone vendor and other internal or external entities at Metrolink stations to ensure budgetary control, adherence to SCRRRA standards and procedures and full ADA compliance.
- Identify needs and work with Passenger Information Telephone vendor to install phones as required for new stations or station improvements.
- Ensure facilities and stations comply with all applicable Environmental Compliance regulations and Americans with Disability Act (ADA) requirements, respectively.



- Conduct onsite inspections, document findings and issue corrective action plans to station owners to address any identified deficiencies.
- 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, GED or its equivalent.
- Minimum four (4) years of experience working as Environmental Engineer, Environmental Consultant, Industrial Hygienist, Safety Specialist or related field.
- 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 Degree in Environmental Science, Engineering or Occupational Health and Safety, Regulatory Compliance or relevant fields.
- Experience with operations and customer service principles and practices in rail and/or bus transit
- Certified Access Specialist (CASP) certification

Knowledge, Skills, and Abilities

Knowledge of:

- Industrial Environmental Compliance
- Customer service principles and practices

Skilled In:

- Microsoft Office Suite
- Strong interpersonal skills
- Strong and effective oral and written communication
- Strong and effective organizational and time management skills

Ability to:

- Work with minimal supervision.
- Support team with resources and tools to deliver quality customer service.
- Plan, prioritize, and delegate work tasks.

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 50 lbs.
- Exchange ideas by 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.
- Visual acuity to detect, identify and observe employees or train movement and any barriers to movement when working on or near railroad tracks.
- Work irregular hours including nights and weekends be on call when necessary.

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 2026

