

JOB DESCRIPTION

Job Title: Maintenance Technician I

FLSA Status: Non-Exempt

Salary Grade: 2

PURPOSE OF POSITION

The Maintenance Technician I will perform a variety of maintenance functions in carpentry, construction, painting, welding, electrical, HVAC, and plumbing.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the series. At this level, assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees.

SUPERVISION EXERCISED AND RECEIVED

- Receives general supervision from departmental supervisory roles
- 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.

- Receive and fulfill work order requests from department management.
- Perform preventive electrical maintenance on all types of railroad and building electrical equipment; diagnose and troubleshoot malfunctions.
- Adhere strictly to safety rules, regulations, and safe work practices.
- Perform carpentry, door hardware, and painting projects as needed.
- Cut and shape wood, plastic, fiberglass, or drywall using hand and power tools.
- Lay out, fabricate, and weld complex materials using gas, heliarc, and acetylene equipment in the shop and at field sites.
- Install and replace electrical circuits, switches, panels, conduit, wiring, and fixtures up to 480V.
- Measure, cut, bend, sweat, and thread pipe according to measurements specified in work orders or sketches, or by measurements taken from samples. Troubleshoot and install equipment, such as water heaters, various pumps, and their controls.
- Assist in the installation, maintenance, and repair of telecommunication wiring systems.
- Build and install a variety of materials throughout the facilities.
- Participate in performing the most complex work of the unit, including the more complex maintenance assignments as well as administrative support duties.
- Ensure that maintenance technicians practice safe working habits and that workspaces are well organized and clean.
- Ensure tools and equipment are being maintained and in good working order.
- Assist in identifying materials necessary for ongoing maintenance projects.
- Encourage maintenance staff members to share their area of expertise with fellow staff members in order to promote cross-training and team building.



- Assist maintenance technicians in task planning, protection of work area, impact on daily operations, preparation of material lists, tool and equipment requirements, and time estimates before starting an assigned task.
- Completes their work order documentation accurately and in a timely manner posting all labor and materials to the appropriate task.
- Perform daily staff safety briefing, documentation, and attend all required railroad safety courses. Ensures the Facilities and Fleet Maintenance Manager is kept abreast of all facility maintenance and operational issues.
- Communicate with subcontractors.
- 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.
- A minimum of three (3) years of experience in industrial electrical, plumbing, carpentry, and welding fields.
- A minimum of one (1) year of experience planning welding work, making estimates on required materials, using equipment, and testing equipment.
- 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

- Some trade school
- HVAC, electrical, carpentry, and/or plumbing professional license.

Knowledge, Skills, and Abilities

Knowledge of:

- Preventative maintenance requirements

Skilled in:

- Plumbing and pipe fitting
- Electrical work
- Carpentry
- HVAC mechanics
- Driving and towing vehicles in all weather conditions

Ability to:

- Accurately document preventative maintenance work
- Maintain effective and open communication with various associates



- Maintain SCRRA's support systems, equipment and facilities at a high level of quality and reliability to ensure minimum systems uptime.

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: November 2025

