

JOB DESCRIPTION

Job Title: Manager II (Various)
Working Title: Manager II, Transit Asset Management
FLSA Status: Exempt
Salary Grade: 10

PURPOSE OF POSITION

The Manager will manage and update Metrolink's Transit Asset Management Plan (TAM), be familiar with and provide required updates to both Federal and State agencies as required by the Federal Transit Administration (FTA) and Metrolink's Board adopted TAM Plan. The Manager will work with all of Metrolink's major asset owners (track, structures, systems, maintenance of way vehicles and equipment, rolling stock, facilities, etc.) to develop and update Metrolink's 25-Year Rehabilitation Plan (MRP) and maintain and fulfill the requirements of the TAM Plan and support development and maintenance of asset elements of the National Transit Data base. The Manager will work with asset owners with monitoring performance and adherence to targets. A major element of performance monitoring will involve developing and updating asset conditions either through each asset owners own asset management tools, or through the use of an Enterprise Asset Management tool and integrate these individual databases with each other and to integrate this effort to the TAM and MRP.

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Manager 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 general oversight from senior manager, principal, director or executive level roles
- This position may be responsible for supervising and monitoring performance for a regular group of employees, department, or consultants
- This position coordinates with individual asset owners to integrate work efforts and analyses.

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.

- Manage Metrolink's Transit Asset Management Plan reporting, updates, and associated sub-documents such as the Metrolink Rehabilitation Plan. Provide input and guidance on other strategic documents in the operations department such as Metrolink's Strategic Plan, Fleet Management Plan, etc.
- Research and manage delivery of an Enterprise Asset Management tool or integrated set of tools that can be used to assist Metrolink staff in various departments each their department goals. Tools will include condition assessment, asset analysis, and decision support system elements.
- Provide supportive planning and process improvements within the day-to-day monitoring and condition assessment of all Engineering, MOW, Facilities, PTC, Signals, Communications, and Rolling Stock assets that are monitored and evaluated by designated staff in each department.



- Provide guidance to asset managers to determine each asset’s functional deterioration and its impact on the overall integrity of the asset.
- Develop prioritization processes for repair, rehabilitation and replacement of assets and then train and monitor staff functional assets managers to apply the prioritization process.
- Manage, plan and coordinate the collection of asset condition data, update condition databases, and input new entries for new assets that are associated with new capital projects.
- Determine and track the state of various assets across the agency, using asset specific methodologies. This work may include planning and scheduling condition assessments, training and researching industry best practices for determining condition, establishing a work order process.
- Coordinate with FTA, industry groups such as APTA and the Institute for Asset Management, and peers at other transportation agencies related to the state of the regulatory environment and the state of the practice.
- Develop short and long-term forecasts on budgets and operations.
- Assist in preparation of grant applications and grant amendments as needed. Communicates with external granting agencies on grant questions and comments. Determines funding eligibility for various projects. Researches grant compliance issues and assists in grant audit process as needed.
- Develop and maintain relationships with other asset owners (such as cities and member agencies who own stations) to improve coordination between asset rehabilitation and reporting on compliance with asset management practices.
- Communicate and implement policies and procedures that support the SCRRRA safety vision, growth projections and rehabilitation 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

- Bachelor’s Degree in Engineering, Business Administration, Public Administration, Urban Planning, Economics, Operations Research / Analysis, Engineering or a related area.
- A minimum of seven (7) years of work experience in a Transit environment, preferably with an FRA regulated Class 1, Passenger or commuter railroad and with a preference on providing manager level assistance in development, management, and implementation of a Transit Asset Management, Condition Studies and Rehabilitation programs. Experience with managing other types of infrastructure systems (such as utilities) will also be considered.
- 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.

Preferred Qualifications

- Master’s degree preferred.



Knowledge, Skills, and Abilities

Knowledge of:

- Applicable local, state, and federal laws, rules, regulations, and policies governing public procurement and complex contract administration processes
- Theories, principles, and practices of contract administration for public agencies
- The Authority's operations and business processes

Skilled in:

- Use of Microsoft Office
- Use of budgeting software (Oracle)

Ability to:

- Communicate effectively, both orally and in writing, to individuals and groups at all levels within and outside of the organization
- Manage multiple projects

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: January 2026

