

JOB DESCRIPTION

Job Title: Mechanical Operations Officer I

FLSA Status: Exempt

Salary Grade: 8

PURPOSE OF POSITION

The Mechanical Operations Officer will ensure compliance with the SCRRRA System Safety Plan as it relates to rolling stock and equipment contracts.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Mechanical Operations Officer 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 supervision from departmental management/supervisory level 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.

- Ensure compliance with industry equipment safety standards, and adherence to the System Safety Plan as established by the Equipment Department.
- Inspect rolling stock and equipment to ensure contract compliance and consistence with established maintenance procedures as described in the contract as well as compliance with Federal Railroad Administration (FRA) and California Public Utility Commission (CPUC) regulatory requirements.
- Monitor and audit reports and records of Equipment Maintenance Services contractor.
- Review for proper execution of preventative and capital maintenance programs, and training programs as described in the contract documents.
- Interpret, negotiate, and resolve contract-related issues.
- Document and conduct physical inspections of maintenance facilities and vehicles; remove vehicles from service due to safety issues.
- Assess penalties to the contractor related to contract performance and safety issues.
- Prepare inspection reports and contract correspondence.
- Administer the warranty program on new rolling stock purchases, including oversight and implementation of corrective action.
- Approve the qualifications of vendors used by the contractor for the maintenance and repair of SCRRRA rolling stock.
- Coordinate closely with contract administrators related to assigned projects.
- Maintain accurate records and prepare correspondence and periodic special reports on work performed.
- Collaborate with department team members and make equipment modification recommendations where applicable.



- 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

- Associate's degree in Mechanical, Electrical, Industrial Engineering, Business Management or related field.
- If no degree, completed a related technical school or apprenticeship program related to the work described in the Duties section, with a minimum of five years of experience performing similar work.
- A minimum of two (2) years of work performing safety inspections and working with transportation industry standards and practices.
- 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

- Bachelor's degree

Knowledge, Skills, and Abilities

Knowledge of:

- The Authority's operations and business practices, as well as the railroad regulatory environment
- Crew and equipment manipulations, and all rolling stock and related air brake equipment
- Federal, state, local laws, and rules and regulations for equipment, on-train safety and control systems including 49 CFR, parts 200-299
- American Public Transportation Association (APTA) and industry standards and practices, and knowledge of railroad regulations, operating rules, and practices.

Skilled in:

- Use of Microsoft Office
- Verbal and written communication
- Organizing data efficiently and accurately

Ability to:

- Performing safety inspections, reviewing safety equipment training programs, and having familiarity with procurement and contracting processes in a public agency environment
- Multitask and 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: November 2025

