

JOB DESCRIPTION

Job Title: Rail Traffic Controller
FLSA Status: Non-Exempt
Salary Grade: See Collective Bargaining Agreement

PURPOSE OF POSITION

The Rail Traffic Controller will dispatch trains, other vehicles/equipment that travel on the rail, and protect individuals who work on or near the track. Dispatch is a 24 hour, 7 days a week, 365 days a year operation that can be fast paced and challenging at times. The scheduled hours of this position vary and will include days or nights any day of the week, including holidays.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receive general oversight 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.

- Control and direct the movement of trains, authorizing occupancy of the main track and sidings for train operations, track inspection, and maintenance personnel.
- Keep all connecting regions, terminals, adjoining territories, and stations informed of any movement for which they are concerned.
- Communicate bulletins and warrants to train personnel and maintenance of way personnel.
- Monitor radios and telephones, communicating with railroad personnel regarding train and track information.
- Schedule the routing and movement of trains to provide for safe, timely meets.
- Protect engineering forces for maintenance activities on controlled tracks.
- Manage unplanned events to protect the safety of the public, railroad employees, and railroad property.
- Maintain records of train movements, track assignments, maintenance activities, and other events.
- Perform testing and data input for increased usage and placement of PTC.
- Handle a variety of administrative tasks related to Hours-of-Service requirements, hazardous materials, rule violations, and other reports.
- 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 or equivalent GED.
- A minimum of two (2) years of work experience with Computer Aided Train Dispatching systems and radio control devices related to Railroad Operations preferred.
- Prior work experience with railroad operations and an understanding of the railroad's operating rules, safety rules, General Code of Operating Rules (GCOR), and all applicable federal regulations is preferred.
- Prior work experience with movement authority and protect authority, including procedures for blocking tracks, switches, and signals preferred
- Subject to and must comply with all FRA regulations for drug and alcohol testing.
- 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

None

Knowledge, Skills, and Abilities

Knowledge of:

- Movement authority and protect authority, including procedures for blocking tracks, switches and signals.
- Track bulletins, train dispatcher bulletins, special instructions and other forms of operational directives.
- Recordkeeping and reporting duties.
- The physical characteristics of the railroad.
- Railroad operating rules (GCOR), Train Dispatcher (TDM) guidelines, Positive Train Control (PTC) procedures, Computer Aided Dispatching (CAD-TMDS) system procedures, and Federal regulations (CFR) concerning Train Sheets and Hours of service.

Skilled in:

- Microsoft Office, including Word and Excel.
- Verbal and written communication.
- Organization, prioritization, and time management.

Ability to:

- Utilize procedures for an unplanned event or emergency.
- Describe the characteristics of different types of equipment used on the railroad.
- Able to read, write, and communicate (speak, hear, and understand) English, as well as issue oral instructions clearly and accurately using a variety of communication devices.
- Take initiative and process information that leads to solutions.
- Must be detail-oriented and able to multitask in a demanding work environment.
- Able to maintain composure and customer focus during challenging situations.
- Function calmly and exercise sound judgment during rapidly changing situations and crises in a fast-paced work environment.
- Carry out assignments independent of immediate supervision.
- Work on manual processes and/or computer-aided dispatching systems and personal computers.
- Available to work a 40-hour work week subject to overtime, on-call, and alternate shifts that may include weeknights, weekends, and holidays.



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

