

## JOB DESCRIPTION

**Job Title:** Rail Traffic Coordinator  
**FLSA Status:** Exempt  
**Salary Grade:** See Collective Bargaining Agreement

### PURPOSE OF POSITION

The Rail Traffic Coordinator will provide oversight of dispatching SCRRRA trains, as well as dispatching Amtrak's intercity trains, and BNSF and UP freight trains on SCRRRA territories. 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

- Receives general oversight from departmental management.
- This position is responsible for managing and monitoring work performance for a group of employees within a division or department.

### 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.*

- Supervise, assist, and provide guidance to Rail Traffic Controllers in the performance of their dispatching duties on assigned territory.
- Ensure that all rules, regulations, and instructions are complied with the Federal Railroad Administration (FRA) and division policies and procedures.
- Coordinate with the System Safety Division and appropriate law enforcement agencies regarding any Hazardous Material or biohazard situations, emergency notifications and service recovery plans.
- Maintain and disseminate all necessary daily reports with regard to equipment, trains, crew on time performance, incidents and service interruptions.
- Prepare and issue required General Orders, dispatching notices, bulletins, or supplemental documents.
- Collaborate with contractors and freight railroads to facilitate safety and on time movement of all trains and necessary maintenance.
- Coordinate and maintain Rail Traffic Controller territory-qualification records to assure maximum manpower utilization to efficiently cover all dispatcher areas.
- Analyze efficiency test records and data to assess training needs of Rail Traffic Controllers.
- Monitor operating rules compliance on a continual basis on Rail Traffic Controllers and complete proper documentation.
- Coach and counsel Rail Traffic Controllers in the use of all systems and update skills as enhancements are developed including the dispatch system and Positive Train Control.
- Perform 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**

#### **Internal Candidates**

- High school diploma or equivalent GED.
- Metrolink experience as a Rail Traffic Controller
- Must follow all provisions of 49 CFR 219 Control of Alcohol and Drug use at all times.

#### **External Candidates**

- High school diploma or equivalent GED.
- A minimum of five (5) years of work experience with Computer Aided Train Dispatching systems and radio control devices related to Railroad Operations preferred.
- A minimum of two (2) years of experience in a supervisor role.
- 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.
- 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**

- Qualified on the General Code of Operating Rules (GCOR).
- Six (6) months of experience reading and working with railroad timetables and special instructions.
- Qualified on SCRRA Rail Traffic Controllers Manual (TDM).
- Familiar with and knowledgeable about the physical characteristics of railroad territories operating in Southern California.

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

- Knowledge of GCOR or other Railroad operating rules and instructions.
- Federal and State Regulations pertaining to train Dispatch and Operations.
- The physical characteristics of the railroad as applied to the safe and efficient movement of trains.
- Operations and administrative structure of the railroad.
- Principles and practices of employee supervision.

#### Skilled in:

- Use of Microsoft Office.
- Excellent organization, oral and written communication, and time management skills.

#### Ability to:

- Navigate, understand, and create railroad timetables, bulletins, track charts, general orders, and other standard railroad documents.
- Use, issue, and interpret track bulletins, Rail Traffic Controller bulletins, special instructions and other forms of operational updates.



- Use appropriate radio and telephone communication protocols.
- Describe the characteristics of rolling stock including power ratings, types of locomotives and types, capacities, usage and tonnage of railroad cars.
- Function calmly, exercise sound judgment and utilize procedures during rapidly changing situations and emergencies in a fast-paced work environment.
- Stay alert over an extended period of time and respond well under pressure.
- Carry out assignments independent of immediate supervision.
- Work weekends and extended hours, including 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

