

JOB DESCRIPTION

Job Title: Railroad Civil Engineer I

FLSA Status: Exempt

Salary Grade: 7

PURPOSE OF POSITION

The Railroad Civil Engineer I works closely with other staff and consultants to perform project engineering duties to support railroad project design and construction. This position also works with other staff on a variety of projects including plan reviews, preparation of various applications for environmental reviews and agreements with local agencies, railroads and third parties involving public works construction, station design, grade crossings, separations and utilities to ensure compliance with railroad engineering standards and regulatory requirements.

DISTINGUISHING CHARACTERISTICS

This the entry level of the Railroad Civil Engineer series. At this level, the incumbent has some latitude for independent judgment and may vary work methods and procedures, but usually within prescribed parameters.

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.

- Support the delivery of railroad related projects involving track and signals, bridges, culverts, tunnels, buildings, drainage and retaining structures, grading, and other right-of-way facilities.
- Write project descriptions, charters, project study reports, and regular monthly reports.
- Calculate construction work quantities (quantity take-off) from plans and specifications, field survey data, or direct field measurements.
- Prepare estimates of the probable cost of construction and maintenance activities using data from estimating tables, previous bids, production reports, or analysis of crew and equipment.
- Write scope of work and prepare estimates for professional services task orders.
- Monitor expenditures during design and construction, and prepare reports of cost to date for on-going work, projected cost at completion, and anticipated outlays over life of project.
- Check pay applications for work performed on various contracts using measured work quantities or similar methods as specified by contract.
- Prepare project budgets and track funds received for projects from grants, deposits, or other sources, and prepare reports of expenses versus budget, and assist accounting department with timely billing on projects.
- Review submittals from contractors for conformance with the requirements of the contract, and SCRRRA standards, respond to requests for information, and maintain logs, submittals, requests for information, correspondence, and other contract related documents.



- Assist in development of plans for construction activities using inspection and other measurement and condition data, and prepare schedules for design and construction using critical path scheduling techniques (CPM).
- Calculate project material requirements, prepare bid packages from standard plans and specifications, prepare purchasing requisitions, track material procurements, and record material installation locations.
- Maintain a culture of safety by participating in activities of safety committees, reviewing work plans for compliance with safe operating practices, and making observations of work activities.
- Prepare plans and specifications for job order contracts and small contract packages using SCRRRA standard plans and specifications and other industry standards.
- Prepare or review designs of temporary structures for construction. prepare or review work plans for construction work involving railroad track and related facilities and structures including surveying and layout.
- Prepare correspondence to contractors, consultants, agencies, and other railroads to address engineering and construction topics.
- Coordinate the completion of projects in a live operating railroad environment, with various contractors, vendors, consultants, and internal departments.
- Understand the rights, duties, and obligations of contracts.
- 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 or related field in engineering or physical science.
- A minimum of three (3) years of related work experience and knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and tracking projects and resources, including monitoring and inspecting work, and contractor performance.
- A combination of training, with a minimum of an Associate Degree 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

- Professional Engineer's license
- Prior experience working on railroad structures projects (bridges, culverts, or tunnels)
- Prior experience working for a Class I Railroad or Freight Railroad

Knowledge, Skills, and Abilities

Knowledge of:

- The Authority’s operations and business practices, as well as the railroad regulatory environment
- Railroad engineering design and construction standards and regulations

Skilled in:

- Use of Microsoft Office
- Project Control Software



Ability to:

- Communicate effectively, both orally and in writing, to individuals and groups at all levels within and outside of the organization
- Multitask and manage multiple projects
- Develop accurate material, time, and cost estimates
- Learn Primavera P6

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.

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