METROLINK

JOB DESCRIPTION

Job Title: Rolling Stock Engineering Manager II
FLSA Status: Exempt
Salary Grade: Grade 11A

PURPOSE OF POSITION

The Rolling Stock Engineering Manager II will manage and coordinate the activities of contractors engaged in rolling stock activities and projects. They will be expected to manage all aspects of a major acquisition project, including drafting and reviewing policies, assisting in the development of the program budget, negotiating contracts, conducting investigations, making presentations, preparing evaluations and reports, writing technical specifications related to rolling stock or other transportation related vehicles and collaborating with other departments to ensure established processes are followed

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Rolling Stock Engineering 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 director or executive level roles
- Responsible for supervising and monitoring performance for a regular group of employees 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.

- Support the capital and major rehabilitation Rolling Stock contracts in order to perform annual Capital programs, including Invitation for Bid, Request for Proposals and Design Build Documents.
- Coordinate the purchase of safe, reliable rolling stock equipment and maintain compliance with Federal, State, and local regulations governing compliance with the requirements of Transit Asset Management, Condition Based and Lifecycle Maintenance, CFR Title 49 Rail Vehicle Maintenance, Crash Energy Management and EPA locomotive emissions.
- Coordinate the activities of the assigned program with other departments, agencies, utilities, vendors, and the general public.
- Conduct a variety of analytical and operational studies regarding program activities; evaluate alternatives; makes recommendations; implement procedural, administrative and/or operational changes; identify and resolve problems and potential problems taking appropriate action to remedy situations.
- Cooperatively contribute to the design, rehabilitation and maintenance of commuter rail rolling stock.
- Plan, control, review and evaluate the work of consultants and contractors.
- Manage the issuing of requisitions for the purchase of supplies, equipment and services; oversee periodic billings and maintenance of files and records.
- Maintain records, correspondence and periodic special reports on work performed.

- Process, record and approve expenditures in the Authority's financial management system.
- Coordinate closely with contract administrators related to assigned projects.
- Develop record maintenance systems, monthly progress reports for budgets and schedules, procedures and training necessary for maintaining effective liaison with other departments
- Provide support in the review and updating of applicable standards for rolling stock.
- Review changes in laws, regulations and guidelines for their effect on program activities; evaluates the effect of such changes; and recommends and implements changes to policies and procedures as required for compliance.
- Provide Board and Technical Advisory Committee with updates as required.
- Ensure contracted work is on schedule, within budget and in compliance with technical and legal requirements.
- Evaluate employee performance and adherence to codes, safety procedures, contracts, regulations and applicable laws, as required.
- Expedite and resolve technical problems.
- Review and approve change orders.
- Assist the Chief, Deputy Chief or Director in evaluating cost-effective methods of service delivery within the Department.
- Represent the Department on committees and at meetings, as appropriate.
- Assist in developing Capital rolling stock budgets for the Authority's five-year plan and for the annual budget cycle.
- Manage major new capital projects for rolling stock and coordinate all related activities.
- 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 Business Administration, Public Administration, Engineering, or a related field.
- A minimum of eight (8) years of work experience in project management, rolling stock maintenance, and previous experience with acquiring and rehabilitating vehicle fleets
- A minimum of six (6) years of experience in cost/scheduling utilizing an automated project management system
- A minimum of two (2) years of experience in a supervisory role in railroad operations of the transportation industry.
- 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.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- Commuter railroad operations
- 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)
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing, to individuals and groups at all levels
- Manage multiple projects
- Perform complex statistical, mathematical and comparative analysis on vehicle performance
- Work irregular hours including nights and weekends; be on call when necessary

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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