

JOB DESCRIPTION

Job Title: Senior Manager, (Various)
Working Title: Senior Manager, Facilities Maintenance
FLSA Status: Exempt
Salary Grade: 11A

PURPOSE OF POSITION

The Senior Manager, Facilities Maintenance, will manage and direct the maintenance and repair of SCRRRA facilities and equipment to support the safe, efficient, and reliable operation of trains.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from director or executive level management
- Responsible for supervising and monitoring performance for a regular group of employees/department and contractors

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.

- Responsible for managing all departmental services and activities
- Coordinate and lead all staff responsible for the contracted and SCRRRA maintenance of SCRRRA administrative offices, field facilities, dispatch and data center, equipment layover, and MOW yards
- Monitor and assess the quality of work of the SCRRRA facilities maintenance staff and contractors, including performing regular site inspection audits of the infrastructure and observation of work processes.
- Ensure contract compliance for several facilities maintenance contracts by performing contract management oversight and administering the contract terms and conditions.
- Manage and oversee repairs and maintenance of specialized railroad-specific equipment, including wheel truing machines, locomotive maintenance drop tables, overhead cranes, railcar lift jacks, maintenance of diesel fueling farms, data center power distributions, and UPS systems.
- Assist in the development and implementation of SCRRRA facilities maintenance policies and procedures.
- Write the scope of work and prepare estimates of work directives, CTO, and professional services task orders.
- Prepare cost estimates and financial projections for projects.
- Participate in the preparation and administration of assigned program budget; monitor expenditures.
- Monitor and evaluate staff and contractors to establish training needs within the department and ensure objectives and expectations are met.
- Review and evaluate work methods and procedures, recommend updates.
- Ensure that maintenance technicians practice safe working habits, workspaces are well organized and clean, and ensuring tools and equipment are maintained in good working order.
- Represent the department at various meetings, committees, and public hearings.



- Maintain relationships with appropriate railroad or functional industry partners and is current on issues, practices, and procedures.
- 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 facilities management, construction management, or a related field
- A minimum of six (6) years of experience in facilities maintenance, construction, or related field.
- A minimum of four (4) years of experience in a supervisory or lead role directly supervising maintenance staff or contractors.
- 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.
- Valid Class C 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

- Class B General Building Contractor License or equivalent
- Facilities Management Certification

Knowledge, Skills, and Abilities

Knowledge of:

- Building construction, subsystems, and industrial equipment
- Public procurement and contracting process
- Various federal, state, and local laws, rules, and regulations
- The review and analysis of complex proposals in a rail environment
- Principles and practices of employee and contract supervision
- Railroad equipment specifications and Original Equipment Manufacturer (OEM) maintenance requirements

Skilled In:

- Industrial facilities management practices
- Verbal and written communication, including presentation skills
- Team building, conflict resolution, identifying problems, and recommending solutions
- Setting goals, objectives, policies, procedures, and establishing and reviewing work standards
- Software applications, including Word, Excel, Primavera Project Planning, or similar tools

Ability to:

- Mediate, negotiate, and exercise sound judgment in making decisions, and think and act independently.
- Balance multiple initiatives simultaneously, drive initiatives through to completion, and continue to meet deadlines in a fast-paced work environment with frequently changing priorities
- Assess the condition of infrastructure to determine short and long-term maintenance and rehab requirements



- 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 40 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 2025

