

## JOB DESCRIPTION

**Job Title:** Senior Manager, Maintenance of Equipment

**FLSA Status:** Exempt

**Salary Grade:** 11A

### PURPOSE OF POSITION

The Senior Manager, Maintenance of Equipment, will assist with the management of the activities of the Maintenance of Equipment Services Contractor and the rolling stock rehabilitation programs, ensuring that the equipment maintenance function is in compliance with all Passenger Equipment Safety standards under 49 CFR 238 and Positive Train Control standards under 49CFR 236.1001.

### 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 managing and monitoring the work performance of 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.*

- Responsible for full management responsibility of all departmental services and activities.
- Assist in planning and directing the maintenance of all passenger locomotives, coaches, and cars that comprise the commuter rail fleet.
- Provide direction and feedback on issues related to rolling stock, equipment specifications, selection of vendors, maintenance, modification and repair as part of an overall preventative maintenance program, in compliance and up to date with all regulatory requirements to operate a safe railroad.
- Inspect work and conduct investigations related to the functioning of the equipment maintenance services contractor and other related contractors. Take appropriate action on all train delays that are the result of mechanical failures, derailments, crossing accidents and damage to rolling stock properly.
- Participate in safety reviews and efficiency testing oversight.
- Assist with the management of the contract for equipment maintenance ensuring safe, clean and reliable transportation for the commuting public.
- Participate in the preparation and administration of the assigned program budget and monitor expenditures.
- Monitor and evaluate staff to establish training needs within the department and ensure objectives and expectations are met.
- Represent the department at various meetings, committees, and public hearings with the Director, Maintenance of Equipment.
- 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 Mechanical or Electrical Engineering, Transportation, Business Administration or related field.
- A minimum of six (6) years of experience in transportation operations related to maintenance and repair of rolling stock vehicles in a management or leadership capacity.
- 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**

None

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

#### Knowledge of:

- FTA, FRA, and policies related to railroad operations, including the procurement and maintenance of rolling stock and other related CPUC commuter railroad equipment, track and communication devices and signal systems
- SCRRRA policies, rules and procedures, and public agency environment
- Equipment maintenance contractual requirements
- Equipment fleet requirements
- Principles and practices of employee supervision

#### Skilled in:

- Microsoft Office
- Customer service
- Analyzing investigation reports
- Organization and time management
- Strong and effective leadership, team building, communication, and time management

#### Ability to:

- Work in a high-pressure environment making appropriate decisions, understanding potential impacts, and taking responsibility.
- Gather, assess, prioritize, and analyze information from various sources in order to make good operational decisions.
- Work both independently and within multidisciplinary teams, including management, operations, and technical support staff.
- Provide clear direction and policies to eliminate or reduce potential conflicts.
- Build team cohesiveness by establishing, communicating, and reinforcing shared values and norms.



## 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

