

JOB DESCRIPTION

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

PURPOSE OF POSITION

The Senior Manager, Special Projects, plans, directs, coordinates, and schedules activities of designated programs to ensure goals or objectives of the program or project are accomplished within the prescribed time frame and funding parameters by performing the following duties personally and/or through subordinate supervisors. The Senior Manager, Special Projects, manages 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 job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from director or executive level management
- Responsible for supervising and monitoring performance for a work group, team, section, 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.

- Establish work priorities and programs in the assigned area.
- 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 Life Cycle 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 public.
- Review project estimate or plan to determine schedule, estimated job cost, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project
- Ensure completeness and accuracy of projects.
- Develop and administer contracts for various services.
- Implement Lifecycle and Condition Based Maintenance programs and objectives
- 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.

- Assist in the development and implementation of Departmental and program policies, goals, and objectives.
- Negotiate matters related to cost, schedule, and contract with vendors.
- Represent the Department with other Authority departments, agencies, utilities, vendors, and the general public by answering questions and preparing and presenting oral and written reports.
- Receive and respond to inquiries, requests for assistance, and complaints; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Represent the Department on committees and at meetings, as appropriate.
- Prepare, review, control, and analyze the program's annual operating budget.
- Manage the issuing of requisitions for the purchase of supplies, equipment, and services; oversee periodic billings and maintenance of files and records.
- Review changes in laws, regulations, and guidelines for their effect on program activities; evaluate the effect of such changes; and recommend and implement changes to policies and procedures as required for compliance.
- Develop record maintenance systems, procedures, and training necessary for maintaining effective liaison with other departments.
- Establish and maintain a variety of paper and electronic records.
- Contribute to or write staff reports for the Board of Directors.
- Confer with superiors to discuss work projects and establish priorities.
- Assist the Chief, Deputy Chief, or Director in evaluating cost-effective methods of service delivery within the Department.
- Perform general administrative work as necessary, including preparing reports and correspondence, reviewing correspondence, copying and filing documents, entering computer data, and preparing spreadsheets, etc.
- Maintain knowledge of SCRRA's strategic plan, policies, and procedures.
- Must represent the SCRRA in a professional and courteous manner when dealing with, but not limited to, contractors, vendors, consultants, and SCRRA employees.
- May perform the work of other programs under unusual or emergency circumstances
- 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 public administration, Business, or related field.
- A minimum of two (2) years of experience in project management.
- A minimum of two (2) years of experience in cost/scheduling utilizing an automated project management system.

Preferred Qualifications

- Master's Degree in Public Administration, Business, or related field



Knowledge, Skills, and Abilities

Knowledge of:

- Project Control software.
- Administrative principles and methods, including goal setting, project and budget development and implementation.
- Theories, principles, and practices of project/program management methods, capital and operating budgets, scheduling, finance, configuration management, and information systems for major public works projects.
- Building task schedules, estimating manpower requirements, equipment requirements and detail materials needed in order to accomplish each task
- Vehicle specifications and Original Equipment Manufacturer (OEM) maintenance requirements and detail materials needed OSHA requirements
- Facilities related regulations, compliance and testing requirements.
- SCRRRA contracting and purchasing policies and procedures
- Backflow prevention and testing requirements.

Skilled in:

- Strong and effective leadership, team building, communication and time management
- Microsoft Office, including Word and Excel
- Problem solving
- Strategic and critical thinking

Ability to:

- Maintain relationships with appropriate railroad or functional industry partners. Ensure problems are prevented through analysis, measurement and process improvements.
- Read and understand prints and technical specifications relevant to infrastructure improvements, etc.
- Provide clear direction and policies to eliminate or reduce potential conflicts.
- Write engineering scope of work and estimate costs.
- Make recommendations to changes in department policies and standards

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

