

JOB DESCRIPTION

Job Title: Senior Manager, Track & Structures

FLSA Status: Exempt

Salary Grade: 11A

PURPOSE OF POSITION

The Senior Manager, Track & Structures, will manage and direct the maintenance and rehabilitation of the agency's wayside signal systems to assure the safe, efficient and reliable train operations.

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 division or a 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 managing all departmental services and activities.
- Coordinate and lead staff responsible for the contracted rehabilitation and maintenance of track, structures, and right of way to assure safe, reliable train operations. Monitor and assess the quality of work of the track and structures maintenance and rehabilitation contractors, including personal inspections of the infrastructure and observation of work processes.
- Refine Engineering standards and procedure manuals with periodic review and updates to the Track Structures and Right of Way Engineering Instructions.
- Manage and coordinate multiple concurrent contracts for track and structures maintenance, track and structures rehabilitation, railroad flagging (EIC), railroad construction management services, and engineering services.
- Develop and manage budgets for maintenance, rehabilitation, construction, and third-party infrastructure work. Monitor expenditures.
- Collaborate with managers and departments to accomplish mutual objectives.
- Assess, investigate, and resolve issues including but not limited to personnel concerns, rules violations, and complaints and concerns from employees, other agencies, and the public.
- Coordinate the close-out of contracts, including inventory and material transaction records generated by the contractors for material used for the construction, maintenance, rehabilitation, and third-party projects.
- Monitor and evaluate staff to establish training needs within the department and ensure staff meets objectives and expectations.
- Participate in committees, and professional meetings of various departments; present project updates, and collect information needed to accomplish tasks.



- 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 a related field.
- A minimum of seven (7) years of experience managing passenger railroad construction, railroad rehabilitation and engineering projects.
- A minimum of three (3) years of experience working with contracted services reviewing contract documents, managing the work of contractors and auditing their work.
- 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.
- Registered Civil Engineer
- 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

- Registered California Professional Engineer

Knowledge, Skills, and Abilities

Knowledge of:

- 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
- Track maintenance and Rail engineering procedures and requirements
- SCRRRA contracts and budgets policies and procedures
- Commuter Rail Operations, Operating and Safety Rules, FRA and CPUC requirements
- Track, structures and r/w engineering, maintenance, and construction requirements
- FRA 213 requirements
- Principles and practices of employee supervision

Skilled in:

- 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
- Microsoft software applications including, Word, Excel and Primavera Project Planning Software or similar tools

Ability to:

- Mediate, negotiate and exercise sound judgment in making decisions and, to 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 condition of infrastructure to determine short and long-term maintenance and rehab requirements
- Assess and resolve conflicts

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

