

JOB DESCRIPTION

Job Title: Senior Manager (Various)

FLSA Status: Exempt

Salary Grade: 11A

PURPOSE OF POSITION

The Senior Manager (various) will provide staff leadership, plan, direct, manage and oversee the activities and operations of a specific work unit.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receive general oversight from director or executive level management.
- 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.

- Responsible for full management responsibility for all departmental services and activities.
- Ensure clarity around priorities and goals for the entire functional area.
- Oversee project management activities including but not limited to task identification, work effort estimates, work schedules and tracking.
- Participate in the preparation and administration of assigned program budget and monitor expenditures.
- Monitor and evaluate staff to establish training needs within the department and ensure objectives and expectations are met.
- Participate in hiring, training, and disciplinary actions.
- Evaluate and forecast staff requirements and schedules.
- Delegate and review work assignments and conduct performance evaluations.
- Develop and implement accurate system documentation processes.
- Collaborate with SCRRA managers, departments, and other groups to accomplish mutual organizational and departmental objectives.
- Conduct and organize regular department meetings to ensure communication of strategy and action plans.
- Conduct research, formulate recommendations, and prepare reports for presentation to Board of Directors, management, committees, and outside agencies.
- 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 a related field.
- A minimum of seven (7) years of work experience within a job-specific environment, designing different processes and/or solutions for various business customers,
- A minimum of five (5) years of experience in a project management or supervisory role.
- 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:

- Microsoft Windows Operating System

Skilled in:

- Strong and effective leadership
- Team building
- Communication
- Time management

Ability to:

- Analyze and solve problems
- Manage and organize timely and materials
- Build and lead a team towards clear and stated goals

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

