

## JOB DESCRIPTION

**Job Title:** Senior Railroad Civil Engineer  
**Working Title:** Senior Railroad Civil Engineer, Project Manager  
**FLSA Status:** Exempt  
**Salary Grade:** 10

### PURPOSE OF POSITION

The Senior Railroad Civil Engineer, Project Manager, will perform project management and engineering duties to deliver the design and construction of railroad projects. This position involves leading efforts to procure consultants and/or contractors, as well as leading and managing the consultants and/or contractors in the delivery of the railroad project design and construction work. This position will work closely with other staff, contractors, and consultants to facilitate plan reviews, prepare various applications and agreements with local agencies, railroads and third parties involving public works construction, and coordinate with various local agencies and jurisdictions regarding station design, grade crossings, separations, and utilities to ensure compliance with railroad engineering standards and regulatory requirements.

### DISTINGUISHING CHARACTERISTICS

This is the senior level of the Railroad Civil Engineer series. At this level, work may be performed under limited supervision or under limited direction. Incumbent possesses considerable latitude to accomplish tasks, which may include lead worker or supervisor duties.

### SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management/supervisory level roles.
- No formal supervisory responsibilities; may lead the work of lower-level staff.

### 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.*

- Manage the delivery of railroad related projects involving track and signals, bridges, culverts, tunnels, buildings, drainage and retaining structures, grading, and other right-of-way facilities.
- Write project descriptions, charters, project study reports, and regular monthly reports.
- Calculate construction work quantities (quantity take-off) from plans and specifications, field survey data, or direct field measurements.
- Prepare estimates of the probable cost of construction and maintenance activities using data from estimating tables, previous bids, production reports, or analysis of crew and equipment.
- Write scope of work and prepare estimates for the procurement of design and construction services; manage the procurement of contractor and/or consultant scope of work.
- Monitor expenditures during design and construction and prepare reports of cost to date for on-going work, projected cost at completion, and anticipated outlays over life of project.
- Check pay applications for work performed on various contracts using measured work quantities or similar methods as specified by contract;



- Prepare project budgets and track funds received for projects from grants, deposits, or other sources, and prepare reports of expenses versus budget, and assist accounting department with timely billing on projects.
- Review submittals from contractors and consultants for conformance with the requirements of the contract, and SCRRA standards, respond to requests for information, and maintain logs, submittals, requests for information, correspondence, and other contract related documents;
- Calculate project material requirements, prepare bid packages from standard plans and specifications, prepare purchasing requisitions, track material procurements, and record material installation locations.
- Maintain a culture of safety by participating in activities of safety committees, reviewing work plans for compliance with safe operating practices, and making observations of work activities.
- Prepare correspondence to contractors, consultants, agencies, and other railroads to address engineering and construction matters.
- Coordinate the completion of projects in a live operating railroad environment, with various contractors, vendors, consultants, and internal departments.
- Understand the rights, duties, and obligations of contracts.
- 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 related work experience and knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and tracking projects and resources, including monitoring and inspecting work, and contractor performance.
- 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.

### **Preferred Qualifications**

- Professional Engineer's license
- Prior experience working on railroad structures projects (bridges, culverts, or tunnels)
- Prior experience working for a Class I Railroad or Freight Railroad
- Prior experience working on alternative delivery of projects, e.g. Design-Build, CM/GC

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

#### Knowledge of:

- Railroad operations and corporate business practices, as well as the railroad regulatory environment
- Railroad engineering design and construction standards and regulations
- Federal, state, and local laws, rules and regulations related to the railroad construction business and grant funded programs.

#### Skilled in:

- Use of Microsoft Office
- Project Control Software



### Ability to:

- Interact professionally and working cooperatively with employees, the public, outside consultants, contractors, member agencies, grantors, and personnel from regulatory agencies.
- Set goals and objectives and establish and review costs and schedules.
- Communicate effectively, both orally and in writing, to individuals and groups at all levels within and outside of the organization
- Multitask and manage multiple projects
- Develop accurate material, time, and cost estimates

### **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.*

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