

JOB DESCRIPTION

Job Title: Supervisor, Communications Systems

FLSA Status: Exempt

Salary Grade: 9

PURPOSE OF POSITION

The Supervisor, Communications Systems, will provide support and technical expertise for the communication network in an assigned service territory. These positions will play a significant role in maintaining SCRRA's communication assets.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from departmental management
- First-line supervisory responsibility

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.

- Provide timely response for maintenance, rehabilitation, capital, and third-party contractors and telecommunication (AT&T, Verizon, Sprint) oversight, inspection, testing and communication system trouble shooting of SCRRA's expanded communication network.
- Lead in developing estimates, specifications, schedules, circuit drawings, and project management plans associated with assigned projects.
- Monitor and troubleshoot the communication network utilizing the Network Management System (NMS);
- Manage communication maintenance contracts and contractors and small to mid-size communication rehabilitation, capital and third-party projects.
- Oversee and coordinate contracted activities including maintenance and modification of equipment, ensuring compliance with contract guidelines.
- Assist contractors, specialized vendors, communications tower and telecommunication firms in the evaluation, repair, trouble shooting, investigation and lessons learned of communication system failures.
- Provide contractors' staff with guidance on SCRRA policies and procedures for communication system maintenance tests and inspections as well as operation and repair of equipment used.
- Conduct field inspections of all communication assets within assigned territory and establishes a state of good repair.
- Maintain accurate records and prepare correspondence and periodic reports.
- Respond to priority/emergency situations and provides on-call assistance and service when needed. Participates in rotating weekend "on call" duty, in coordination with other members of the department.
- 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

- Associate's Degree in Information Technology or related field.
- A minimum of five (5) years of experience as a communication technician and as a crew leader performing trouble shooting, installation, and repairs to IP and non-IP based communication systems including land lines (fiber, copper) and wireless systems (VHF, Microwave, Ethernet, PTC) and have prior work experience with communication Network Management Systems (NMS).
- Federal Communications Commission General Class Radio Telephone License.
- 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.
- 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

- Bachelor's degree in Telecommunications

Knowledge, Skills, and Abilities

Knowledge of:

- Fields of railroad industry system communications including Advanced Train Control Systems (ATCS), multiprotocol label switching (MPLS), fiber optics, microwave, VHF, Positive Train Control (PTC), commercial telecommunication systems, specialized telecommunication vendors, Closed Circuit Television (CCTV) and Public Address Changeable Message Signs (PACMS)
- Rules, policies and procedures for procuring contracts and contract compliance under FTA and SCRRRA requirements
- Standard practices, fundamentals, and technologies for design, installation and testing of microwave, fiber optics and fiber optic transmission systems Voice over Internet Protocol (VoIP) and data network infrastructure
- Network Management System
- Project funding process

Skilled in:

- Use of Microsoft Office
- Strong and effective organization, communication, and time management

Ability to:

- Work independently and in a team-oriented, collaborative environment
- Prioritize and execute tasks in a high-pressure environment
- Troubleshoot communication systems
- Provide contractors with guidance of communication systems
- Take lead as Project manager of rehabilitation project
- Identify future communication enhancement and modification



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

