

JOB DESCRIPTION

Job Title: Supervisor, Facilities Maintenance

FLSA Status: Exempt

Salary Grade: 8

PURPOSE OF POSITION

The Supervisor, Facilities Maintenance, will oversee the maintenance staff and the required repair of Southern California Regional Rail Authority (SCRRA) maintenance facilities. The position supervises staff responsible for maintenance, inspections, and audits on SCRRA facilities and equipment.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from departmental management/supervisory roles.
- This position has 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.

- Supervisor the interaction across departmental lines for work requests at each of the SCRRA's field facilities, administrative offices and equipment yards.
- Supervise and evaluate the day-to-day maintenance and repair activities performed by the Maintenance Technicians for the Facilities and Fleet Maintenance department.
- Schedule, assign, and evaluate maintenance practices that will ensure SCRRA's support systems, equipment and facilities are maintained in compliance to Authority policies and guidelines.
- Participate in performing the most complex work of the unit including the more complex maintenance assignments as well as administrative support duties.
- Write scope of work and prepare estimates for professional services task orders.
- Prepare and review cost estimates and financial projections for various construction projects.
- Assist maintenance technicians in task planning, protection of work area, impact on daily operations, preparation of material lists, equipment requirements, and setting time estimates.
- Regularly inspect SCRRA facilities and equipment for proper functionality, compliance with preventative maintenance, and training requirements described in departmental plans and vendor contract documents.
- Prepare inspection reports and contract correspondence.
- Maintain accurate test and inspection records on SCRRA's approved asset management system(s) and prepare correspondence and periodic special reports on work performed.
- Use SCRRA's approved asset management system to track, perform and audit preventive and corrective facility maintenance tasks.
- Manage the inventory of equipment and supplies need for the facilities maintenance and operation.
- Assist with updating and tracking various janitorial and landscape maintenance and other service



agreements.

- Assist with the development of the operating and capital budget for the Facilities and Fleet Maintenance functions.
- Assist all SCRRRA departments with office remodels and design.
- Review reports to monitor various contracts for funding and expiration and make Manager aware when various contracts require procurement and contract action.
- Review and evaluate work methods and procedures.
- Ensure that maintenance technicians practice safe working habits and workspaces are well organized and clean, and ensuring tools and equipment are maintained in good working order.
- 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

- High school diploma, GED or its equivalent.
- Minimum six (6) years of work experience in a position performing the duties listed above or similar duties related to facility management.
- Minimum two (2) years in a supervisory role directly supervising maintenance staff.
- 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.
- Valid Class C Driver's License with a satisfactory driving record of no more than two moving violations and no DUI's within the last three years.

Preferred Qualifications

- BI contractor's License or equivalent Facilities Management Certification

Knowledge, Skills, and Abilities

Knowledge of:

- Building construction, subsystems and industrial equipment
- Railroad equipment specifications and Original Equipment Manufacturer (OEM) maintenance requirements

Skilled In:

- Building task schedules, estimating manpower requirements, equipment requirements
- Electrical and industrial equipment troubleshooting and repairs
- Analyzing financial data
- Microsoft Office including database management systems
- Verbal and written communication

Ability to:

- Organize and manage time to meet deadlines
- Work collaboratively and cooperatively with all levels of employees, management and external agencies
- Ability to work on and around railroad right-of-way and construction sites



- Work irregular hours including nights and weekends be on call when necessary

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 50 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: February 2026

