

JOB DESCRIPTION

Job Title: Supervisor, Signal Systems

FLSA Status: Exempt

Salary Grade: 9

PURPOSE OF POSITION

The Supervisor, Signal Systems, will oversee the coordination and administration of contractors, consultants, and staff on projects within a specified district in the maintenance of railroad signal facilities and systems.

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.

- Supervise and evaluate the day-to-day maintenance and repair activities performed by contractors and employees.
- Inspect and assess the condition of various signal assets to identify maintenance priorities.
- Analyze project funding and costs. Negotiate with contractors on scopes of work and pricing. Reviews contractor invoices.
- Coordinate with designers, contractors, and other departments to develop design plans, project timelines, PTC signal feature validation, schedule tests, and coordinate project completion.
- Observe and ensure all maintenance activities are efficient and in adherence to SCRRRA standards and procedures, as well as being compliant to any applicable regulatory requirements. Conduct studies to maximize efficiency. Work to resolve any issues related to signal or other assets.
- Develop charter documents, task orders, change orders, material lists, and other project documents by working with other departments as needed.
- Oversee and coordinate contracted activities including maintenance and modification of equipment; ensures compliance with contract guidelines.
- Respond to emergency events and other incidents involving signal assets. Work cooperatively with other departments, law enforcement, and any other relevant parties to satisfy reporting and other requirements.
- Generate various project and incident documents and reports as needed.
- Develop operational procedures as needed and provide training to employees and contractors.
- Perform PTC verification and validation tasks for signal related assets.
- Perform PTC subdivision file verification pertaining to signal related assets.



- 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 or GED required.
- A minimum of six (6) years of work experience and knowledge of rail signal equipment, grade crossing systems, and the maintenance of equipment and systems, as well as contract management and oversight. Experience should include working on railroad tracks and right-of-way.
- 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

- Undergraduate degree in public administration, railroad operations management or a related field

Knowledge, Skills, and Abilities

Knowledge of:

- The Authority’s operations and business practices, as well as the railroad regulatory environment
- Applicable local, state, and federal laws, rules, regulations, and policies governing public procurement and complex contract administration processes
- Principles, and practices of contract administration for public agencies

Skilled in:

- Use of Microsoft Office
- Ensuring compliance with contract guidelines
- Strong and effective organization, communication, and time management

Ability to:

- Multitask and manage multiple projects
- Carry out assignments independent of immediate supervision
- Establish and maintain effective working relationships
- Work irregular hours, nights, and weekends when necessary and is on call for train incidents at grade crossings

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

