

JOB DESCRIPTION

Job Title: Supervisor, Track & Structures

FLSA Status: Exempt

Salary Grade: 9

PURPOSE OF POSITION

The Supervisor, Track & Structures, will take charge of and be responsible for the inspection and maintenance of track, structures and the right of way in an assigned District.

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 inspection activities performed by contractors and employees.
- Ensure Track Contractor (VTMI) performs in conformance with Contract requirements, including FRA and CPUC regulations.
- Monitor and ensure compliance with Federal Railroad Administration (FRA) and California PUC requirements related to railroad track and structures (CFR 213,214, 217, 218) including recordkeeping.
- Develop and maintain inspection and maintenance data.
- Participate in the development of SCRRRA Roadway Worker Rules to include Track Maintenance Engineering Instructions, Maintenance of way Safety Instructions and Procedures for the Installation, Adjustment, Maintenance and Inspection of CWR as Required by 49 CFR 213.118.
- Prepare requests for Contract Task Orders (CTO) and independent estimates for track rehabilitation, capital construction and maintenance projects.
- Audit contractors Federal Railroad Administration inspection reports.
- Complete field work including inspections, measurements, operating switches and setting up hy-rail trips in the railroad environment in conformance with rules and personal protective equipment requirements.
- Prepare regular productivity, expenditure and work reports. Including requests for Contract Task Orders (CTO) and independent estimates for track rehabilitation, capital construction and maintenance projects.
- Coordinate with other SCRRRA department personnel and contractors in the development of specifications for maintenance equipment and materials and contract documents for MOW Services Contracts system-wide.
- Evaluate and forecast staff requirements and schedules. Delegate and review work assignments and conduct performance evaluations.



- Coordinate with other SCRRRA department personnel and contractor to ensure compliance with SCRRRA standards during fabrication of track components.
- Work with other SCRRRA staff and contractors to ensure third party construction complies with approved plans and specifications.
- 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
- A minimum of five (5) years of experience in managing main line railroad constructions, rehabilitation or maintenance projects.
- A minimum of five (5) years of experience performing track inspections using automated track measurement systems and methods.
- 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.
- Track Safety Standards Part 213 Classes 1-5.
- Maintenance of Way Operating Rules and Instruction
- Roadway Worker on Track safety instructions
- Roadway Machine Operator
- 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 public administration, railroad operations management or a related field

Knowledge, Skills, and Abilities

Knowledge of:

- Track inspection and maintenance practices
- Principles and practices of employee supervision
- Track Safety Standards 49 CFR Part 213 Subpart A to F Class of Track 1-5
- Roadway Worker rules
- Principles and practices of commuter rail operations

Skilled in:

- Use of Microsoft Office Suite
- Verbal and written communication
- Organization and time management

Ability to:

- Review and analyze complex construction proposals, evaluate alternatives and make value engineering recommendations in accordance with established engineering and maintenance standards
- Keep multiple contracts on schedule, within budget and in compliance with contract specifications



- Establish and maintain effective working relationships
- Identify and prescribe remedial action in an active railroad environment

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

