



DIRECTOR OF RAIL SERVICES

STATUS: Exempt

SALARY: \$175,000 - \$205,000 per year
(\$84.14 - \$98.56 per hour)

SUMMARY

Under general direction from the Executive Director, the Director of Rail Services has executive oversight over the Department that includes the overall safety program, train and bus operations, customer assistance and facility maintenance (Rolling Stock is managed under another agency department). The Director develops and implements strategic initiatives across the department to continually improve safety, operational effectiveness, service quality, cost reduction, and increased revenue and ridership. Safety is a primary focus and the Director will assess all safety issues or potential issues and deploy adequate staff and other resources toward the most effective solutions. The Director is responsible for all plans, programs, host railroad agreements, third party contracting, budgeting and regulatory compliance related to both the intercity and commuter rail services. The Director provides technical and administrative guidance within the department, as well as mentoring, training, and creation of professional development opportunities for the staff.

As part of the executive team, the Director will represent the agency to the Board of Directors as well as to stakeholders and the community. The Director will be a strong communicator with the ability to motivate staff, work collaboratively with other Directors, engage the Board, community stakeholders, and other related groups, and serve as a key adviser to the Executive Director.

Key attributes include; the ability to lead, manage, and work with diverse groups of people and the ability to plan, organize, and establish priorities and assign resources. These executive skills are complemented by the knowledge of passenger rail industry concepts, terminology, principles, and analytical techniques, as well as a track record of establishing effective partnerships with numerous stakeholders.



REPRESENTATIVE DUTIES

This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this position.

REPRESENTATIVE DUTIES IN ALL ASSIGNMENTS:

1. Oversees all day-to-day activities of the Rail Services Department staff and associated contractors and coordinates with host railroads.
2. Prepares and approves all Operations and Facilities Programs and Budgets, Agency Standard Operating Procedures, Safety and Security Plans, and any other plans, policies or procedures necessary for the safe and efficient rail operations in accordance with all local, state and federal laws, regulations and regulating agencies.
3. Coordinates the procurement and management of contracted services, including, but not limited to rail operations and maintenance, host railroad agreements, dedicated connecting shuttles, ROW agreements, facility agreements and various other third-party agreements. Monitors and ensures contract compliance through sampling, audits and performance assessments.
4. Oversees the management, maintenance, upgrade and expansion of all agency facilities.
5. Develops/maintains strong relationships with Federal Railroad Administration, Federal Transit Administration, Transportation Security Administration, California Public Utilities Commission, California State Transportation Agency and other government agencies as required.
6. Maintains current knowledge of applicable Federal, State, and rail industry regulations, rules, standards and accepted best practices to ensure ongoing agency awareness and familiarity with all safety, security and regulatory issues.
7. Continually trains and mentors staff to build department capabilities. Sets employee performance goals and monitors progress, rewards performance and suggests improvements where needed. Handles all department disciplinary or corrective actions.



8. Works with the Executive Director, executive leadership team members, and agency staff in developing policies and a vision for the future, and serves as a key player in implementing Board and Administrative policies.
9. Makes presentations on rail related issues to various governing boards and other public agencies, including preparation of detailed reports.
10. Perform other duties as assigned or required.

QUALIFICATION GUIDE

Knowledge of/Ability to:

- Knowledge of U.S. Federal, State, local, and rail transit industry safety, operations, mechanical, and maintenance procedures, standards, and practices.
- Knowledge of rail passenger service delivery, preferably in both the commuter and intercity industries.
- Strong analytical and critical thinking skills; ability to gather, organize, analyze and present data to appropriate sources, ability to interpret and apply local, state, and federal rules and regulations accurately and effectively.
- Demonstrated use of high-level discretion and judgment in execution of duties.
- Able to respond in-person to system emergencies and incidents outside of office hours to support front-line staff and contractors
- Able to create and maintain outstanding internal and external working relationships.
- Demonstrated supervisory experience.
- Exceptional communication skills, both verbal and written, including the ability to prepare and deliver clear and concise reports on complex material.
- Able to handle demanding deadlines and changing priorities in an often-stressful work environment.
- Able to manage and maintain simultaneous, transitional, and emerging priorities.



- Demonstrated proficiency in computer software programs including the Microsoft Office Suite.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business Administration, Public Administration, Transportation or related field is preferred
- 10 years directly relevant experience in public or private rail agency demonstrating increasing levels of responsibility and system which includes rail operations and management, and 5 years of supervisory experience.

A combination of unique experience/skills and education to fulfill the requisite knowledge, skills and abilities for this position may be considered.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job.)

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Ability to understand verbal communication and to respond effectively.
- Reaching, grasping, feeling, talking, hearing, seeing, frequent lifting of 5-30 pounds and occasionally 30-70 pounds, and repetitive motions.
- Walking, standing and/or sitting for long periods of time.
- May be exposed to dust and/or various outdoor environmental conditions.



Positions in this class may also include these factors:

- Hazardous physical conditions.
- Intense noise.
- Travel.

OTHER REQUIREMENTS

- Must possess and maintain a valid Driver's License.
- Frequent driving within the ACE and San Joaquin Corridors.

San Joaquin Regional Rail Commission (SJRRC) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

SJRRC is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

GENERAL BENEFITS PACKAGE

- Choice of PPO or HMO plans. 100% employee coverage, 70% dependent coverage
- Vision, dental and life insurance programs
- Agency contribution equivalent of 15% of employee's base salary to a defined contribution plan (401(a)); five-year vesting program
- Sick leave accrued at 12 days per year
- Vacation leave accrued starting at 10 days per year
- 10 observed holidays
- Floating holidays accrued at four days per year
- Optional deferred compensation program (457)

MIDDLE MANAGER BENEFITS PACKAGE

- Agency contribution equivalent of 1% of employee's base salary to a defined contribution plan (457)
- 40 Hours of Administrative Leave/Year

DIRECTOR BENEFITS PACKAGE

- Agency contribution equivalent of 2% of employee's base salary to a defined contribution plan (457)
- 80 Hours of Administrative Leave/Year

Additional Employment Information

SELECTION PROCESS

SJRRC seeks to employ persons whose backgrounds and abilities enhance the diversity of the demographics of the community it serves. The selection process is based on merit, and shall extend to all candidates a fair, impartial examination of qualifications based on job-related criteria.

Applicants best matching the requirements of the position will be invited to take an assessment, if applicable, and initial interview. Applicants successful in the assessment and initial interview may be asked to return for additional interviews as warranted. Candidate will be required to successfully complete a drug and alcohol test, background report and physical examination prior to appointment.

TO APPLY

Interested applicants must submit both a resume and SJRRC application for employment by email to acejobs@acerail.com, fax to (209) 944-6245, or mail to:

San Joaquin Regional Rail Commission
Attn: Human Resources
949 East Channel Street
Stockton, CA 95202

Applications can be downloaded from the ACE website at www.acerail.com or picked up at the above address. SJRRC is an Equal Employment Opportunity Employer.

For more information about SJRRC and ACE, please visit www.acerail.com.
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