

July 9, 2024**RECRUITMENT ANNOUNCEMENT
Vehicle Maintenance Supervisor****Position Salary Range: \$81,991.37 – \$116,900.09
Excellent Benefits Package****Open Until Filled****Who We Are:**

The Salem Area Mass Transit District, known as Cherriots, is a great public transit system. We work hard every day to give our customers the best experience possible. We provide local, regional, and paratransit services in Marion and Polk counties. But we do more than just transportation. We help people get to jobs, shopping, and schools. We help businesses find more workers. We ensure that people can enjoy recreational, social, faith-based, and other activities without needing a car.

About the Role:

Under the general direction of the Maintenance Manager, the individual in this position performs a wide variety of duties of more than average complexity, providing first-line supervision of employees who are responsible for repairing and maintaining Cherriots vehicles and equipment.

How You Will Make an Impact:

- Supervise a team of maintenance employees: provide necessary training; monitor performance to assure compliance with Cherriots policies and procedures, and maintenance standards and practices; recognize good work; provide corrective counseling as needed; conduct performance evaluations; administer discipline; recommend terminating if necessary.
- Oversee and assist, when necessary, in diagnosing, maintaining, and repairing Cherriots vehicles and equipment.
- Schedule daily buses for repairs, preventive maintenance inspections, cleaning, tire work, and special events.
- Compile and update various computerized records (e.g., work orders, repair records, maintenance records, fueling records, and road calls); prepare various reports as needed.
- Estimate accident damage or coordinate with outside body shops for estimates.

- Investigate and document employee or customer complaints regarding Cherriots vehicles or equipment; resolve or guide toward resolution of problem situations.
- Participate in the screening and selection process for maintenance employees; recommend new hires.
- Participate in the Maintenance Department budget preparation process; submit recommendations for reducing costs and increasing efficiency.
- Assist in establishing departmental safety and security procedures and enforce these procedures to reduce or minimize departmental safety and security risks.
- Provide assistance and support to the Maintenance Manager by working on special projects or committee assignments.
- Perform additional duties as assigned.

What You Will Need to Be Successful in this Role:

- Extensive knowledge of gasoline and diesel maintenance and repair, shop safety practices, and federal and state regulations affecting vehicle maintenance and safety.
- Ability to rapidly gain considerable knowledge, through on-the-job training, of compressed natural gas engine and fuel systems maintenance and repair.
- Considerable knowledge of administrative and supervisory practices.
- Considerable skill in leading and working constructively with subordinate staff and effectively supervising staff.
- Communicate complex subjects and sensitive information, both orally and in writing, in a clear, concise, and logical manner.
- Interact with other employees and the general public using courtesy, tact, and sound judgment and act as a positive representative of Cherriots.
- Work cooperatively with others; be respectful of co-workers; promote teamwork.
- Collect, analyze, and interpret data and recommend sound policies and practices based on that data.
- Maintain confidential information.
- Be self-starting and proactive.
- Produce quality work while meeting time and budget commitments.
- Considerable skill in using personal computers and Windows-based word processing applications.
- Learn fleet maintenance software.
- Perform job functions safely.

Special Requirement:

- Ability to meet the Federal Motor Carrier Safety Regulations physical qualifications for commercial drivers.
- Ability to obtain a valid Oregon Class B driver's permit along with passenger and air brake endorsements before the hire date and obtain a valid Oregon Class B commercial driver's license within three (3) weeks after the hire date.
 - All licensing fees and passing required licensing and endorsement examinations are the total responsibility of the applicant.

- A person with a commercial driver's license issued by another state must obtain an Oregon Class B commercial driver's license within 30 days of being domiciled in Oregon or within three (3) weeks after the date of hire, whichever comes first.
- Driving record that demonstrates adherence to safety in the operation of motor vehicles and adherence to traffic laws and regulations.
- Must have no criminal conviction which may, in the sole judgment of Cherriots, constitute a threat to property or the safety of others.
- Must successfully pass a drug screen.
- Ability to work varying work schedules. Cherriots operates seven days a week, from early morning to late evening. Work schedules are bid quarterly based on seniority.

Required Education and Experience:

- Four years experience as a diesel mechanic, including two years experience in a supervisory capacity. **OR** Any satisfactory, equivalent combination of related experience and training that provides the required knowledge, skills, and abilities listed above.
- High school diploma or GED with some college-level course work or training in diesel mechanics. **OR** A combination of education and experience that provides the required knowledge, skills, and any satisfactory, equivalent combination of related experience and training that provides the required knowledge, skills, and abilities listed above.

Physical Requirements:

- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally, lifting or moving up to 50 pounds is also required.

Working Conditions:

- Working conditions typical to a maintenance shop environment with exposure to noise, dust, heat, oil, diesel fuel, and solvents.
- Some exposure to inclement weather conditions.
- Subject to varying shift schedules, including callbacks in emergencies.
- Must travel occasionally to attend meetings and conferences.

To apply, please submit the application to our Human Resources Department.

Applications may be submitted in person, by email, fax, or mail. Cherriots is not responsible for lost or delayed mail.

Resumes instead of the official Cherriots application will not be accepted.

To obtain an application:

- ❖ Email: You may request that an application and recruitment announcement be sent to you by emailing recruitment@cherriots.org. Application materials will be sent via email.
- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's careers page. Refer to specific current job opportunities of interest at our website: Cherriots.org/careers.
- ❖ Telephone: You may request that an application be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via email or mail.
- ❖ Fax: You may request that an application be sent to you by faxing the Human Resources Department at 503-361-7532.
- ❖ Mail: You may request an application via mail.
Cherriots
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

Equal Opportunity Employer

As an equal opportunity employer, we strive for a workforce that reflects our community. 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. We are committed to providing reasonable accommodations to applicants and employees who need them because of a disability or practice or in observance of their religion, absent undue hardship.



Bargaining Employee Benefits

as of 7/1/2024

At Time of Hire

- **Medical and Prescription Insurance** - your choice of Regence Blue Cross Blue Shield or Kaiser Permanente - premium is 100% paid by District - effective first of month after hire date
- **Vision and Hearing Insurance** - Ameritas - premium 100% paid by District - effective first of month after hire date
- **Dental Insurance** - Delta Dental / MODA - premium 100% paid by District - effective first of month after hire date
- **Felonious Assault Insurance** - American International Group - \$100,000 in coverage - premium 100% paid by District
- **Sick Leave** - 3.70 hours, accrued bi-weekly - available for use after 90 days
- **Employee Assistance Program (EAP)** - Confidential assistance with behavioral health, grief counseling, financial and legal advice, or any personal issue you may want assistance with
- **Universal Bus Pass** - Ride Cherriots buses for free
- **10 Paid Holidays per year**
 - New Year's Day
 - Martin Luther King Jr. Day
 - Presidents Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day

After Six Months

- **Vacation Leave** - Accrued bi-weekly from date of hire - accrual schedule starts at: 0-2 years of service | 3.08 hours bi-weekly | 10 days / year
- **Health Retirement Account** - HRA VEBA - \$838 provided by District Annually
- **Life Insurance, Accidental Death & Dismemberment Insurance** - Reliance Standard
 - \$23,000 for employee - 100% paid by District
 - \$2,000 for spouse - 100% paid by District
 - \$1,000 for dependents - 100% paid by District
- **Defined Benefit Retirement Plan** - Retirement benefit equal to $1.64\% \times (\text{years of service}) \times (\text{final average salary})$
- **Family Bus Pass** - Eligible dependents ride Cherriots buses for free

MORE
BENEFITS 



Voluntary Benefits - Employee Funded

- **Voluntary Long Term Disability Insurance** - Reliance Standard
- **Voluntary Supplemental Term Life Insurance** - Reliance Standard
 - Guaranteed issue of \$100,000 for employee, \$20,000 for spouse and \$15,000 for child(ren)
- **Deferred Compensation Plan** - MissionSquare Retirement
- **Legal and Identity Protection** - LegalShield and IDShield
- **Flexible Spending Account (FSA)** - Professional Benefits Services - Healthcare and depended care accounts that allow you to contribute on a pre-tax basis.

NOTE:

This is only a summary of benefits provided by Salem Area Mass Transit District for employees and dependents and should not in any way be construed as the full information on these benefits. For further details and requirements, please refer to Personnel Policies and Contracts of Insurance.