

January 14, 2025**RECRUITMENT ANNOUNCEMENT
Vehicle Maintenance Training 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.

Cherriots is an equal opportunity employer that aims to create a workforce that reflects our diverse community. We are committed to creating an inclusive environment for all employees and encourage individuals from all backgrounds to apply.

About the Role:

Under the administrative direction of the Maintenance Manager, the Maintenance Training Supervisor develops, designs, and researches programs for technical training courses. Instructs and evaluates complex technical training and provides guidance for interpreting and applying SAMTD's Maintenance Training curriculum.

Time will be divided between directly supervising maintenance staff, building training modules, and training. Working shifts will vary as needed to facilitate training and supervision needs.

Duties:

- Designs and develops training program strategies, lesson format, and presentations using sound instructional strategies identifying tasks and standards for technical courses
- Works with outside vendors to obtain expertise, incorporating necessary skills into the curriculum.

- Incorporates relevant teaching methods utilizing adult learning principles. Teach students the newest diagnostic and repair procedures while enforcing safety practices as a priority for each area.
- Develop a training schedule, notify attendees about training programs, schedule the appropriate space, and prepare the physical setup.
- Conduct both one-on-one and group training sessions and develop and implement a means of measuring the effectiveness of divisional training programs through testing, evaluation methods, etc.
- Coordinate specialized training that must be conducted for maintenance employees by other divisions or outside parties by contacting these parties and assisting them with the preparation and administration of these training programs.
- Develop and maintain technical resources library.
- Provide support to the training functions of other divisions. Meet with supervisors and trainers in other divisions to assist as needed in designing and delivering their training programs.
- Supervise maintenance employees as needed during their training or in the absence of other vehicle maintenance supervisors: coordinate workflow; monitor performance to assure compliance with District policies, maintenance procedures and labor agreement.
- Participate in the screening and selection process for maintenance employees; recommend new hires.
- Participate in the Maintenance Department's budget preparation process; submit recommendations for reducing costs and increasing efficiency.
- Assist in establishing divisional safety and security procedures and enforce the 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.
- Regular and reliable attendance is an essential function of this position. This role requires that employees be present and engaged during assigned work hours to effectively collaborate with team members, customers, and fulfill operation needs. The ability to consistently adhere to a defined work schedule, and be present onsite, is crucial to the successful performance of this role's job duties and responsibilities because the essential duties of this role require using tools and/or equipment physically located onsite.
- Perform additional duties as assigned.

What You Will Need to Be Successful in this Role:

- Extensive knowledge of gasoline, compressed natural gas, and diesel maintenance repair, shop safety practices, and federal and state regulations affecting vehicle maintenance and safety.
- Considerable skill in designing and implementing training programs and training aids.
- Considerable skill in using word processing, spreadsheet, presentation, and email software.

- Considerable skill in public speaking and conducting training classes.
- Considerable skill in leading and working constructively with subordinate staff and effectively supervising staff when called upon.
- Ability to examine written materials, such as repair procedures, and develop hands-on skills.
- Communicate complex subjects and sensitive information, both orally and in writing, in a clear, concise, and logical manner.
- Effectively manage multiple projects and tasks to completion promptly.
- Interact with other employees and the general public, using courtesy, tact, and sound judgment, and act as a positive representative of the District.
- Cooperatively work with others, respect co-workers, and 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.
- Perform job functions safely.

Education and Experience:

- High school diploma or GED with some college-level work or training in heavy-duty vehicle mechanics. **OR** A combination of education and experience that provides the required knowledge, skills, and abilities to perform the position's essential functions. The District reserves the right to determine the equivalences of education and experience.
- Four years experience as a diesel mechanic, two years experience in a supervisory capacity, and two years prior training or teaching experience. **OR** Any satisfactory, equivalent combination of related experience and training that provides the required knowledge, skills, and abilities listed above.
- Experience navigating a labor union environment is preferred.

Special Requirements:

- Oregon driver's license is required. Oregon commercial driver's license (CDL) is preferred. **We encourage candidates who do not have a CDL to apply.** Upon hire, you must obtain a commercial learner permit with passenger endorsement, no air brake restrictions, and a valid medical examiner's certification (med card) before your first day of work. When you start work, we will help you obtain your CDL during our paid training.
- Clean driving record.
- Pass a drug test (including marijuana) and criminal background check.

Physical Requirements

- Be able to walk, stand, and sit for extended periods; see, hear, and speak effectively; use hands for typing, handling objects, and controlling tools or equipment; and use hands and arms to reach for items.
- Regularly lift, carry, push, and pull items weighing up to 40 pounds.
- Needs to frequently bend, twist, climb, crawl, and kneel as part of their tasks.

- Frequent changes in body positions are necessary.

Working Conditions

- The working environment varies from office to classroom, field, and onboard training, and it could include on-site training with various entities in various outdoor weather conditions.
- May, on occasion, include off-site training both as the instructor and as the student.
- May travel occasionally to attend meetings, conferences, and additional training.
- May work varied hours and days.

To Apply:

Applications are preferred over resumes.

If you have any questions regarding the application or selection process, please get in touch with the Human Resources Specialist at recruitment@cherriots.org or 503-361-7502.

If you need accommodation under the Americans with Disabilities Act or Equal Employment Opportunity Act for any part of the application process, please get in touch with our Human Resources Specialist at 503-361-7502.

To Obtain an Application:

- Email: Request that an application and recruitment announcement be sent by emailing recruitment@cherriots.org.
- Internet: Download the application in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's careers page. <https://www.cherriots.org/careers/>
- Telephone: Request that an application be sent to you by calling the Human Resources Department at 503-588-2424.
- Fax: Request that an application be by faxing the Human Resources Department at 503-361-7532.
- Mail: Request an application via mail.
Cherriots
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

Selection Process:

- The candidate will be notified via email within two weeks of submitting their application regarding the status.
- Candidate will be selected based on the result of:
 - Resume review
 - Application review
 - Driving record review
 - Panel interview
 - Drug screen
 - Criminal background check
 - Ability to obtain a valid CDL permit and med card



SALEM AREA MASS TRANSIT DISTRICT

Bargaining Benefits

as of 7/1/2024

At time of hire

- **Sick Leave** - 3.70 hours, accrued bi-weekly, available after 90 days.
- **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
- **Felonious Assault Insurance** - American International Group - \$100,000 in coverage - Premium 100% paid by the District.
- **Employee Assistance Program (EAP)** - Canopy - Confidential support for life's challenges, including mental health and grief counseling, financial and legal resources, and more. Premium is 100% paid by the District.
- **Universal Bus Pass** - Ride Cherriots buses for free.

Starting the first day of the month following hire date

- **Medical and Prescription Insurance** - Regence Blue Cross Blue Shield or Kaiser Permanente - Premium is 100% paid by the District.
- **Vision and Hearing Insurance** - Ameritas/VSP - Premium is 100% paid by the District.
- **Dental Insurance** - Delta Dental / MODA - Premium is 100% paid by the District.

MORE
BENEFITS





SALEM AREA MASS TRANSIT DISTRICT

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as of 7/1/2024

After completion of Trial Service

- **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 per year
- **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% x (years of service) x (final average salary)
- **Health Retirement Account** - HRA VEBA - \$838 provided by the District annually, prorated contribution upon completion of trail service.
- **Family Bus Pass** - Eligible dependents ride free.

Voluntary employee funded benefits

- **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.

NOTE:

This is a summary of benefits provided by Salem Area Mass Transit District for employees and dependents. It should not be construed as full or final information on these benefits, which are subject to change. For complete details and requirements, please refer to Personnel Policies and Contract of Insurance.