

**February 25, 2022****RECRUITMENT ANNOUNCEMENT  
VEHICLE MAINTENANCE SUPERVISOR****POSITION PAY RANGE:  
\$70,159.05 - \$100,030.03  
PLUS EXCELLENT BENEFIT PACKAGE****OPEN UNTIL FILLED****JOB SUMMARY:**

Under the general direction of the Maintenance Manager, performs a wide variety of duties of more than average complexity providing first line supervision of employees responsible for the repair and maintenance of District vehicles and equipment.

**ESSENTIAL JOB FUNCTIONS:**

- Supervise a team of maintenance employees: provide necessary training; monitor performance to assure compliance with District policies and procedures and maintenance standards and practices; provide recognition for good work; provide corrective counseling as needed; conduct performance evaluations; administer discipline; recommend terminating, if necessary.
- Oversee and assist when necessary in the diagnosis, maintenance, and repair of the District vehicles and equipment.
- Schedule buses each day 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, road calls, etc.); prepare various reports, as needed.
- Estimate accident damage or coordinate with outside body shops for estimates.
- Investigate and document employee or customer complaints regarding the District vehicles or equipment; resolve or provide guidance 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/or 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 Maintenance Manager as needed by working on special projects or committee assignments.

#### **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- 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 fueling 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.
- Ability to communicate complex subjects and sensitive information, both orally and in writing, in a clear, concise and logical manner.
- Ability to interact with other employees and the general public using courtesy, tact, and good judgment, and act as a positive representative of the District.
- Ability to work cooperatively with others; be respectful of co-workers; promote teamwork.

- Ability to collect, analyze, and interpret data, and recommend sound policies and practices based on that data.
- Ability to maintain confidential information.
- Ability to be self-starting and proactive.
- Ability to produce quality work while meeting time and budget commitments.
- Ability to perform the job functions in a safe manner.
- Considerable skill in using personal computers and Window-based word processing applications. Ability to learn fleet maintenance software.

### **SPECIAL REQUIREMENTS:**

- Ability to obtain and maintain a valid Oregon Class B commercial driver's license with passenger and air brake endorsements. (Must obtain a valid Oregon Class B commercial driver's permit along with passenger and air brake endorsements prior to date of hire and obtain a valid Oregon Class B commercial driver's license within three (3) weeks after date of hire.)
  - All licensing fees and passing required licensing and endorsement examinations are the total responsibility of the applicant.
  - A person who has 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 date of hire, whichever comes first.
- Ability to meet the Federal Motor Carrier Safety Regulations physical qualifications for commercial drivers.
- No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

### **REQUIRED EDUCATION AND EXPERIENCE:**

College level course work or training in diesel mechanics and four years of experience as a diesel mechanic, including two years of experience in a supervisory capacity

**OR**

Any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, skills, and other special requirements listed above.

**WORKING CONDITIONS:**

- Incumbent will work both indoors and outdoors - on occasion there is direct exposure to all weather conditions.
- Exposure to noise, dust, heat, oil, diesel fuel, solvents, etc.
- Must drive frequently to perform essential functions of position.
- Must travel occasionally to attend meetings and conferences.
- Subject to varying shift schedule, including call back in emergency situations.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED THAT WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.**

**TO APPLY:**

**Please submit our application, safety sensitive form and 5 year DMV record to our Administration office. To obtain an application:**

- ❖ 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 opportunity of interest for application materials. Website: [www.Cherriots.org/careers](http://www.Cherriots.org/careers).
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Office hours are 8 a.m. to 5 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. mail.

Mail to: Salem Area Mass Transit District  
Human Resources Department  
555 Court St NE, Suite 5230  
Salem, OR 97301

OR

Email to: Recruitment@cherriots.org

Resumes in lieu of original official District application form will not be accepted. Applications may be submitted in person, by email, by fax or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

**AN EQUAL OPPORTUNITY EMPLOYER**

**NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.**

**CHERRIOTS**

**APPLICATION SUPPLEMENT  
FOR  
APPLICANTS FOR SAFETY SENSITIVE POSITIONS**

**Positions: Assistant Transportation Manager; Journey Mechanic; Operations Supervisor; Service Technician; Service Worker; Transit Operator; Vehicle Maintenance Supervisor**

The positions listed above are considered positions that perform safety sensitive functions according to the Department of Transportation (DOT) regulations. If you are applying for one of these positions you must indicate whether or not you and your past employers were subject to the DOT Drug and alcohol Testing Regulations. This is a requirement under the DOT regulations 49 CFR part 40. **Failure to answer the questions truthfully and completely could result in termination of your employment, if you are hired by Cherriotics.**

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

Have you ever tested positive, or refused to test, on any Department of Transportation (DOT) pre-employment drug or alcohol test administered by a DOT covered employer for which you did not get the job within the past two years? [ ] yes [ ] no

If yes, you must provide documentation that you have complied with the return-to-duty requirement of the DOT.

**LIST ALL EMPLOYERS YOU HAVE HAD DURING THE PAST TWO (2) YEARS WHO WERE SUBJECT TO THE DEPARTMENT OF TRANSPORTATION (DOT) DRUG AND ALCOHOL TESTING REGULATIONS:**

\*\*\*\*\*

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Supervisor/ Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

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Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Supervisor/ Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

\*\*\*\*\*

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Supervisor/ Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

\*\*\*\*\*

**If this is not enough space to provide this information, please attach additional sheets.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



SALEM AREA MASS TRANSIT DISTRICT  
**Non-Bargaining Employee Benefits**

as of 3/1/2021

**At time of hire**

- **Medical and Prescription Insurance** with your choice of PacificSource or Kaiser Permanente; premium 100 percent paid by District
- **Vision and Hearing Insurance** with Ameritas; premium 100 percent paid by District
- **Dental Insurance** with MODA; premium 100 percent paid by District
- **HRA VEBA – Health Savings Account** – \$1000 provided by District annually
- **Employee Assistance Program**
- **Paid Holidays** - *New Year's Day | Martin Luther King Jr. Day | Presidents Day | Memorial Day  
Independence Day | Labor Day | Veterans Day | Thanksgiving Day | Christmas Day*
- **Vacation Leave** - Accrued bi-weekly according to a schedule of years of service, starting at 0-2 years of service | 3.08 hours bi-weekly | 10 days / year
- **Sick Leave** - 3.70 hours, accrued bi-weekly
- **Unused Sick Leave Cash-out at Retirement** - separation based on hours accrued and length of service
- **Universal Bus Pass** - Eligible on date of hire for employees to ride Cherriots buses for free

**After six months**

- **Long Term Disability Insurance** - Regence Life & Health Insurance Company premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Regence Life & Health
  - District pays 100% of premium costs
  - \$50,000 Life Insurance Policy for employee; \$2,000 Dependent Life for Spouse; \$1,000 Dependent Life for Children
- **Family Bus Pass** - For eligible dependents to ride Cherriots buses for free

**Employee Retirement Plan**

- **Profit Sharing Plan**
  - District contributes 5% of employee's earnings, and will automatically match up to an additional 5% of 457 elections, unless waived.

MORE  
BENEFITS 



SALEM AREA MASS TRANSIT DISTRICT  
**Voluntary Employee-Optional Benefits**  
(Employee Funded)

- **Voluntary Supplemental Life Insurance**
  - Guaranteed Issue of \$100,000 employee; \$10,000 spouse
- **Deferred Compensation Plan – ICMA Retirement Corporation**
  - Payroll deduction
  - Employee self-contribution
- **LegalShield® and IDShield™**
  - Payroll deduction
- **Cafeteria Plan - Flex Spending Account**
  - Payroll deduction

**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.