

APRIL 7, 2022**RECRUITMENT ANNOUNCEMENT
SERVICE WORKER****STARTING WAGE:****\$20.23****PLUS EXCELLENT BENEFITS PACKAGE****OPEN UNTIL FILLED****JOB SUMMARY:**

The position reports to the Vehicle Maintenance Supervisor and is responsible for maintaining the cleanliness of the District vehicles and facilities. This position is also responsible for maintaining the appearance of the District equipment, buildings, bus stop signs, and bus shelters.

ESSENTIAL JOB FUNCTIONS:

- Refuel and replenish bus fluids; clean the bus by sweeping interiors, emptying waste baskets, hand washing the front, the back, and the wheels of the bus, and removing water spots from bus windows; drive the bus through the automatic bus wash; park bus.
- On a scheduled basis, perform major bus cleaning functions by washing floors, windows, seats, walls, roof, and other soiled areas.
- Clean interior and exterior of the District automobiles and trucks.
- Perform routine facility, office, and grounds cleaning and maintenance functions, including such tasks as preparing and cleaning the bus wash and fuel island, cleaning shop and office areas, cleaning and maintaining parking areas, cleaning drains and filters.

- Assist facilities maintenance crew by cleaning and removing graffiti from bus shelters and bus stop signs; clean up broken glass.
- Start buses in early morning, check working condition of interior and exterior lights, and check the air pressure build up.
- Assist other maintenance personnel in exchanging buses when necessary.
- Record work performed, time worked, and parts used.
- Assist in moving materials and equipment.
- Follow all safety procedures for work area and work assignments.
- Communicate both orally and in writing, with other employees and the general public, at the level necessary to satisfactorily perform the duties of the position.
- Interact with other employees and the general public using courtesy, tact, and good judgment.
- Act as a positive representative of the District.
- Work cooperatively with others, be respectful of co-workers, and promote teamwork.
- Report to work on time and on a regular, predictable basis.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of cleaning procedures and materials for upholstery, vinyl, carpets, and windows.
- Knowledge of safety hazards and precautions associated with cleaning and routine maintenance work.
- Knowledge of hazards and safety precautions followed in heavy equipment shops.
- Ability to rapidly gain through on-the-job training: knowledge of vehicle servicing equipment and tools; knowledge of greasing and lubricating equipment and procedures.
- Ability to safely operate any assigned transit vehicle (30' – 40' buses, service trucks, or automobiles).
- Ability to safely operate a forklift and any assigned servicing equipment.

SPECIAL REQUIREMENTS:

- Ability to obtain and maintain a valid Oregon Class B commercial driver's license with passenger and air brake endorsements and a driving record that demonstrates adherence to safety principles and traffic laws and regulations. Must obtain a valid Oregon Class B driver's permit within 15 days of being placed in this position and must obtain a valid Oregon Class B commercial driver's license within 30 days of being placed in this position.
- Valid medical certificate – 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:

Any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, and skills.

WORKING CONDITIONS:

- Working conditions typical to a maintenance shop environment with exposure to noise, dust, heat, oil, diesel fuel, and solvents.
- Some exposure to all weather conditions.
- Subject to varying shift schedules, including call back in emergency situations.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION 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 the application, safety sensitive form and five (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.
- ❖ 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 the 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 Cherrriots.**

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: _____

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
Bargaining Employee Benefits

as of 7/1/2019

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 Oregon Dental Service - MODA; premium 100 percent paid by District
- **HRA VEBA – Health Savings Account** – \$338 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

- **Life Insurance Policy**
- \$23,000 for employee; \$2,000 for Spouse; \$1,000 dependent benefit
- **Defined Benefit Retirement Plan**
- **Family Bus Pass** - For eligible dependents to ride Cherriots buses for free

MORE
BENEFITS 



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

- **Voluntary Long Term Disability Insurance**
- **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.