

APRIL 25, 2022**RECRUITMENT ANNOUNCEMENT
FACILITIES MAINTENANCE WORKER****STARTING WAGE:****\$20.23****PLUS EXCELLENT BENEFIT PACKAGE****OPEN UNTIL FILLED****Who We Are**

The Salem Area Mass Transit District, known locally as Cherriots, is a successful and highly regarded public transit system. We are a mission-minded, values-driven organization that strives every day to deliver a world-class customer experience. We provide local, regional, and paratransit service throughout Marion and Polk counties. But we're not just about transportation. We're changing lives by increasing access to jobs, shopping, and educational opportunities along with providing businesses with access to a larger workforce. And we assure people that they will be able to access recreational, social, faith-based, and other activities, without the need of a car.

About the Role

Cleans and performs minor maintenance and repair work on the District facilities.

How You Will Make an Impact

- Performs general cleaning and custodial duties such as sweeping, mopping, vacuuming, disposing of wastepaper, cleaning restrooms, dusting, polishing, washing windows and woodwork, shampooing carpets, and buffing and waxing floors.

- Performs minor maintenance and repair functions on facilities and equipment (e.g. inspects and maintains light fixtures; changes light bulbs, tubes; unclogs lavatories).
- Ensures supplies, such as paper products, are maintained in adequate quantities and are available at all times.
- Assists in installing, cleaning, and maintaining bus stop signs and bus shelters.
- Moves materials and office furniture; prepares meeting rooms by setting up and taking down tables and chairs.
- Sweeps sidewalks and shovels snow from sidewalks.
- Operates various types of equipment used in the cleaning and maintenance of the District facilities such as forklift, lot sweeper, pressure washer, and sandblaster.
- Records work performed, time worked, and materials used.
- Follows all safety procedures for work areas and work assignments.
- Communicates both orally and in writing with other employees and the general public at the level necessary to satisfactorily perform the duties of the position.
- Interacts with other employees and the general public using courtesy, tact, and good judgment.
- Acts as a positive representative of the District.
- Works cooperatively with others, is respectful of co-workers, and promotes teamwork.
- Reports to work on time and on a regular, predictable basis.

What You Will Need to Be Successful in this Role

- Knowledge of building maintenance and cleaning practices, equipment, and supplies.
- Knowledge of safety hazards and precautions associated with custodial and routine maintenance work.
- Ability to use small hand tools and other equipment used to clean and maintain facilities such as pressure washer and sandblaster.
- Ability to perform job functions independently in a timely, safe, and accurate manner.
- Ability to safely operate forklift, lot sweeper, service trucks, and automobiles.
- Ability to perform the physical functions of the position. This position requires the ability to perform manual labor and to withstand working at custodial and maintenance tasks for extended periods.

Special Requirements

- Valid Oregon Class C driver's license and a driving record that demonstrates adherence to safety in the operation of motor vehicles and adherence to traffic laws and regulations. A person who has a driver's license issued by another state

must obtain an Oregon Class C driver's license within 30 days of being domiciled in Oregon or within three (3) weeks after date of hire, whichever comes first.

- Must have no criminal conviction that may, in the sole judgment of the District, constitute a threat to property or the safety of others.

Working Conditions

- Exposure to inclement weather conditions because work is performed both inside and outside the District buildings.
- Exposure to dust, fumes, cleaning agents, typical of custodial/building maintenance work.
- 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, WHICH WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

To Apply

Please submit the application 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: 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.

Equal Opportunity Employer

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. 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.



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.