

October 7, 2021

**RECRUITMENT ANNOUNCEMENT
ASSISTANT TRANSPORTATION MANAGER**

**SALARY RANGE:
\$74,368 - \$106,031**

OPEN UNTIL FILLED

PLUS EXCELLENT BENEFITS PACKAGE

JOB SUMMARY:

Under the administrative direction of the Transportation Manager, performs a wide variety of considerably complex duties coordinating and managing the daily operations of the District's fixed-route transit services. Responsible for leading transit operators, operations supervisors, and other Transportation Department staff.

ESSENTIAL JOB FUNCTIONS:

Assist the Transportation Manager with ensuring the optimal performance of service delivery through effective workforce utilization, and performance management. Perform periodic field checks to investigate and solve operational problems.

Assist the Transportation Manager in leading daily transportation operations and ensuring optimal performance objectives. Responsible for guiding the workforce in the efficient and cost-effective delivery of service and ensuring the achievement of the District performance goals.

Assist the Transportation Manager with managing grievance administration, analysis and resolution of accidents and incident reports, customer complaints, on-the-job injuries, and leave requests.

Responsible for monitoring employee performance indicators to aid in the development of strategies that ensure Transportation Department personnel receive the appropriate support, training, recognition, or personal attention necessary for them to perform successfully.

Model and hold Transportation Department personnel accountable for exemplary customer service, optimal operational performance, and continuous productivity improvements; oversee day-to-day activities of operators and supervisors.

Serve on or provide departmental support to a variety of committees, task forces, and advisory groups, as necessary.

Administer the District policies and procedures to ensure the Transportation Department is in alignment with strategic goals and labor contract.

Plan and coordinate service requirements for special events.

Participate in the District's safety, security, and risk management programs.

Provide assistance and support to the Transportation Manager, as needed.

Other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

Demonstrated knowledge of the principles and practices of leadership, progressive management, and customer service.

Ability to work with customers, staff, employees, and management co-workers in developing and maintaining a responsible, goal-oriented approach to the resolution of issues and problems.

Ability to communicate clearly and effectively in writing and orally, including the ability to facilitate group discussions.

Ability to establish and maintain effective working relationships with employees, supervisors, managers, and the general public, and to work effectively with a wide range of stakeholders.

Extensive knowledge of the principles and practices of public transit operations and related laws, ordinances, and regulations.

Demonstrated adaptability, flexibility, and willingness to work irregular shifts, including evenings and weekends.

Demonstrated ability to work effectively in potentially stressful operational environments, where customer service and quality delivery is of paramount importance.

Considerable knowledge of sound administrative and supervisory practices.

Considerable knowledge of accident investigation techniques.

Ability to communicate complex subjects and sensitive information, both orally and in writing, in a clear, concise, and logical manner; ability to communicate effectively before groups.

Ability to interact with other employees and the general public using courtesy, tact, and good judgment, and to act as a positive representative of the District.

Demonstrated ability to influence staff, exercise sound judgment, and execute decisions in a manner consistent with the business needs of the agency.

Demonstrated effectiveness and success in exercising judgment and initiative, applying problem-solving and analytical skills, and following through on tasks and responsibilities.

Demonstrated ability in employee and labor relations. Ability to read, interpret, and apply provisions of the collective bargaining agreement, including effective administration of the grievance process and District policies.

Demonstrated excellence in interpersonal skills that have resulted in building, developing, and ensuring continuous improvement through teams.

Ability to maintain confidential information.

Ability to perform job functions in a safe manner.

Considerable skill in leading and working constructively and effectively supervising staff.

Considerable skill in operating a personal computer and using Window based word processing and spreadsheet applications; ability to rapidly learn the District's operational software applications.

SPECIAL REQUIREMENTS:

Valid Oregon Commercial Driver's (Class B) with air brakes and passenger endorsement or ability to obtain within the first 60 days of employment. Clear driving record that demonstrates adherence to safety and traffic laws and regulations.

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:

Associate's degree in transportation, business or public administration, management, or related field;

A minimum of three years of supervisory experience; experience in fixed-route operations or paratransit operations preferred;

Basic skills with Word, Excel, databases, and other software applications.

OR

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

WORKING CONDITIONS:

Duties are performed both in the office and in the field. On occasion, incumbent could be outdoors in varying weather conditions.

Must travel occasionally to attend meetings and conferences or to investigate operational matters.

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 the District's 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
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.