

January 5, 2024**RECRUITMENT ANNOUNCEMENT
ASSISTANT TRANSPORTATION MANAGER****Position Pay Range:**
\$82,772.26 - \$118,013.44
Excellent Benefits Package**Open Until Filled****Who We Are**

The Salem Area Mass Transit District, known locally as Cherriots, is a successful and highly regarded public transportation 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 improving lives by increasing access to jobs, shopping, and educational opportunities along with providing businesses with access to a larger workforce. We also 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

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.

How You Will Make an Impact

- 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.
- Collaborate with 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 District performance goals.

- Support the Transportation Manager with managing grievance administration, analysis, and resolution of accidents and incident reports, customer complaints, on-the-job injuries, and requests for leaves.
- 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 District policies and procedures to ensure 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.
- Performs other duties as assigned.

What You Will Need to Be Successful in this Role

- Solid knowledge base of the principles and practices of leadership, progressive management, customer service, public transit operations, and related laws, ordinances, and regulations.
- Able 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 while maintaining confidential information.
- Communicates clearly and effectively in writing and orally, including the ability to facilitate group discussions while using courtesy, tact, and good judgment and to act as a positive representative of the District
- Adaptability, flexibility, and willingness to work irregular shifts, including evenings and weekends.
- Work effectively in potentially stressful operational environments, where customer service and quality delivery are of paramount importance.
- Considerable knowledge of accident investigation techniques.
- Proven capacity to influence staff, exercise sound judgment, and execute decisions in a manner consistent with the business needs of the District.
- 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 agreements, including effective administration of the grievance process, and District Policies.

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

Special Requirements

- Valid Oregon Commercial Driver's (Class B) driver's license with air brake and passenger endorsements or ability to obtain within first 60 days of employment.
- Clean 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

- Satisfactory equivalent combination of related experience and training which provides the required knowledge, abilities, and skills.

Working Conditions

- Duties are performed both in the office and in the field. On occasion, the incumbent could be outdoors in varying weather conditions.
- Must travel occasionally to attend meetings and conferences or to investigate operational matters.

To apply please submit the application to our Human Resources Department.

Applications may be submitted in person, by email, fax, or mail. Cherriots is not responsible for lost or delayed mail.

Resumes in lieu of the official Cherriots application will not be accepted.

To obtain an application:

- ❖ Email: You may request that an application and recruitment announcement be sent to you by emailing recruitment@cherriots.org. Application materials will be sent via email.
- ❖ 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 opportunities of interest at our website: Cherriots.org/careers.
- ❖ Telephone: You may request that an application be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via email or mail.
- ❖ Fax: You may request that an application be sent to you by faxing the Human Resources Department at 503-361-7532.
- ❖ Mail: You may request an application via mail.
Cherriots
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

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
Exempt, Non-Bargaining Benefits

as of 7/1/2023

At time of hire

- **Medical and Prescription Insurance** - your choice of Regence Blue Cross Blue Shield or Kaiser Permanente - premium is 100% paid by District
- **Vision and Hearing Insurance** - Ameritas - premium 100% paid by District
- **Dental Insurance** - Delta Dental / MODA - premium 100% paid by District
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually
- **Sick Leave** - 3.70 hours, accrued bi-weekly
- **Admin Leave** - 2.47 hours, accrued bi-weekly
- **Vacation Leave** - Accrued bi-weekly, accrual schedule starts at:
0-2 years of service | 3.08 hours bi-weekly | 10 days per year
- **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
- **Employee Assistance Program (EAP)** - Confidential assistance with personal problems
- **Universal Bus Pass** - Ride Cherriots buses for free

- **Long Term Disability Insurance** - Reliance Standard
- **Life Insurance, Accidental Death & Dismemberment Insurance** - Reliance Standard
 - \$50,000 for employee - 100% paid by District
 - \$2,000 for spouse - 100% paid by District
 - \$1,000 for dependents - 100% paid by District
- **Employee Retirement Profit Sharing Plan** - MissionSquare Retirement
 - The District contributes 5% of employee's earnings, and;
 - The District matches up to 5% of employee 457 contributions
- **Family Bus Pass** - Eligible dependents ride Cherriots buses for free

MORE
BENEFITS 



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

- **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 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.