

July 9, 2026

Recruitment Announcement Facilities Maintenance Supervisor

Position Salary Range: \$93,977.20 - \$133,989.02
Excellent Benefits Package

Open Until Filled

Who We Are:

The Salem Area Mass Transit District, known as Cherriots, is a great public transit system. We work hard every day to give our customers the best experience possible. We provide local, regional, and paratransit services in Marion and Polk counties. But we do more than just transportation. We help people get to jobs, shopping, and schools. We help businesses find more workers. We ensure that people can enjoy recreational, social, faith-based, and other activities without needing a car.

Cherriots is an equal opportunity employer that aims to create a workforce that reflects our diverse community. We are committed to creating an inclusive environment for all employees and encourage individuals from all backgrounds to apply.

About the Role:

Under the administrative direction of the Maintenance Manager, the Facilities Maintenance Supervisor performs a wide variety of duties of more than average complexity. This position is responsible for the upkeep and repair of District facilities and equipment. The supervisor ensures that the condition of all transit facilities complies with the Cherriots Transit Asset Management Plan and that they are maintained in a state of good repair. Additionally, this position supervises employees responsible for cleaning, repairing, and maintaining District facilities, such as buildings, stationary equipment, and bus shelters. The supervisor also demonstrates a commitment to safety through effective leadership, role modeling, and implementing practices that foster a strong safety culture.

Duties:

- Supervise a team of represented employees involved in the cleaning and routine repair and maintenance of District facilities; provide necessary training; monitor performance to assure compliance with District policies and procedures and

maintenance standards and practices; recognize good work; provide corrective counseling and take corrective action as needed; conduct performance evaluations; recommend termination if necessary.

- Determine facility cleaning and maintenance needs in consultation with other staff and manufacturer suggestions; schedule cleaning and maintenance activities with staff and/or contractors.
- Maintain oversight and documentation to ensure facility and equipment compliance with all applicable state and federal testing requirements and regulations.
- Evaluate repair requests and perform periodic facility inspections to identify needed maintenance.
- Develop maintenance requirements for bus stops, signs, and shelters.
- Determine specifications, with technical assistance as needed, for maintenance contracts, repairs, and hardware.
- Perform or work directly with vendors to repair complex equipment such as natural gas compressors, automatic bus wash, overhead cranes, fluid dispensing equipment, and vehicle lifts.
- Perform or work with contractors to facilitate general building and equipment repair and maintenance tasks: painting walls and structures; installing floor coverings; repairing and replacing windows and doors, including hardware; cutting and installing glass and plastic panes; building forms, pouring, finishing and repairing concrete and masonry areas; cutting, threading and joining pipe and making plumbing repairs and installations; installing and repairing electrical wiring and fixtures; diagnosing malfunctions and repairing air conditioning and heating systems.
- Compile and update various records (e.g., work orders, repair records, maintenance records, and cleaning records); prepare various reports as needed.
- Investigate and document employee or customer complaints regarding District facilities; resolve or provide guidance toward resolution of problem situations.
- Participate in the screening and selection process for facility maintenance workers; recommend new hires.
- Assist in establishing departmental safety and security procedures and enforce these procedures to reduce or minimize departmental safety and security risks.
- Participate in the Maintenance budget preparation process; submit recommendations for reducing costs and/or increasing efficiency.
- Provide assistance and support to the Maintenance Manager by working on special projects or committee assignments.
- Regular and reliable attendance is an essential function of this position. This role requires employees to be present and engaged during assigned work hours to effectively collaborate with team members and customers and fulfill operational needs. The ability to consistently adhere to a defined work schedule and be present onsite is crucial to the successful performance of this role's job duties and responsibilities because the essential duties of this role require using tools and/or equipment physically located onsite.

- Perform additional duties as assigned.

What You Will Need to Be Successful in This Role:

- Extensive knowledge of principles, practices, materials, and operating procedures pertinent to facility cleaning and maintenance.
- Extensive knowledge of the following specialty areas: HVAC, electrical, machinery repairs, carpentry, plumbing, masonry, and painting. Journey-level skill and licensing in one or more areas is preferred.
- Considerable knowledge of administrative and supervisory practices.
- Ability to read and understand blueprints.
- Considerable skill in operating equipment related to the facilities maintenance function.
- Considerable skill in leading and working constructively with subordinate staff and effectively supervising staff.
- Communicate complex subjects and sensitive information, both orally and in writing, in a clear, concise, and logical manner at the level necessary to satisfactorily perform the position's duties.
- Interact with other employees and the general public using courtesy, tact, and good judgment and act as a positive representative of the District.
- Cooperatively work with others, respect co-workers, and promote teamwork.
- Collect, analyze, and interpret data and recommend sound policies and practices based on that data.
- Maintain confidential information.
- Be self-starting and proactive.
- Produce quality work while meeting time and budget commitments.
- Perform the physical functions of the position. This position requires the ability to perform manual labor and withstand working on custodial and maintenance tasks for extended periods.
- Considerable skill in operating a personal computer using word processing, spreadsheet, and database software applications.
- Perform job functions safely.

Education and Experience:

- Bachelor's degree, preferred.
- Degree in Facilities Management or Engineering, preferred.
- Three (3) to five (5) years of experience in facilities maintenance or related field; Public Sector employment a plus.
- Candidates with any satisfactory combination of related experience and training that equips them with the required knowledge, abilities, and skills for this position are encouraged to apply. Cherriots reserves the right to determine the equivalences of education and experience.

Special Requirements:

- Must present Cherriots with a valid Oregon driver's license and maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.
- Successfully pass a background check and an education verification, if applicable.
- Pass a drug test (including marijuana), physical exam, and criminal background check.
- Experience navigating a labor union environment, preferred.

Physical Requirements

- Requires prolonged periods of sitting, standing, and walking.
- Must be able to operate a computer, keyboard, tools, equipment, and other devices necessary to perform the essential functions of the position, including frequent keyboarding and data entry.
- Must be able to prepare, review, and interpret information presented in electronic and printed formats.
- Must be able to effectively communicate and accurately exchange information with coworkers, customers, and the public using verbal, written, and electronic communication methods.
- Performs heavy manual labor. Must be able to routinely lift and move objects weighing up to 50 pounds, occasionally lift and move objects up to 100 pounds, and occasionally exert up to 150 pounds of force.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Working Conditions

- Work indoors and outdoors - occasionally, there is direct exposure to all weather conditions.
- Exposure to noise, dust, heat, oil, solvents, etc.
- Must drive frequently to perform essential functions of position.
- Subject to varying shift schedules, including callbacks in emergencies.

To Apply:

Applications are preferred over resumes.

If you have any questions about the application or selection process, **or if you need an accommodation at any stage**, please contact our Human Resources Specialist at recruitment@cherriots.org or 503-361-7502. They're your go-to resource for anything related to the application process.

To obtain an application:

- **Email:** Request that an application and recruitment announcement be sent by emailing recruitment@cherriots.org.
- **Internet:** Download the application in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from Cherriots careers page. <https://www.cherriots.org/careers/>
- **Telephone:** Request that an application be sent to you by calling the Human Resources Department at 503-588-2424.
- **Fax:** Request that an application be faxed to the Human Resources Department at 503-361-7532.
- **Mail:** Request an application via mail.
Cherriots
Attn: HR Specialist, Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

Selection Process:

- The candidate will be notified via email within two weeks of submitting their application regarding the status.
 - Resume review
 - Application review
 - Driving record review
 - Panel interview
 - Drug screen
 - Criminal background check
 - Education verification
 - Physical exam



SALEM AREA MASS TRANSIT DISTRICT
Exempt, Non-Bargaining Benefits
as of 7/1/2026

At time of hire

- **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 & the Day After
 - Christmas Day
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually, prorated contribution at time of hire.
- **Employee Assistance Program (EAP)** - Canopy - Confidential support for life's challenges, including mental health and grief counseling, financial and legal resources, and more. Premium is 100% paid by the District.
- **Universal Bus Pass** - Ride Cherriots buses for free.

Starting the first day of the month following hire date

- **Medical and Prescription Insurance** - Moda Health or Kaiser Permanente Plus - Premium is 100% paid by the District.
- **Vision and Hearing Insurance** - Ameritas/VSP - Premium is 100% paid by the District.
- **Dental Insurance** - Delta Dental / Moda - Premium is 100% paid by the District.

MORE
BENEFITS 



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After completion of Trial Service

- **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 free.

Voluntary employee funded benefits

- **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 a summary of benefits provided by Salem Area Mass Transit District for employees and dependents. It should not be construed as full or final information on these benefits, which are subject to change. For complete details and requirements, please refer to Personnel Policies and Contract of Insurance.