

**August 6, 2020**

**FACILITIES MAINTENANCE WORKER  
(SIX MONTH LIMITED DURATION)**

**HOURLY:  
\$19.64  
PLUS EXCELLENT BENEFIT PACKAGE**

**FIRST REVIEW: August 31, 2020  
OPEN UNTIL FILLED**

**JOB SUMMARY:**

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

**ESSENTIAL JOB FUNCTIONS:**

Perform 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.

Perform minor maintenance and repair functions on facilities/equipment (e.g. inspect and maintain light fixtures; change light bulbs, tubes; unclog lavatories).

Ensure supplies, such as paper products are maintained in adequate quantities and are available at all times.

Assist in installing, cleaning and maintaining bus stop signs and bus shelters.

Move materials and office furniture; prepare meeting rooms by setting up and taking down tables and chairs.

Sweep sidewalks and shovel snow from sidewalks.

Operate various types of equipment used in the cleaning and maintenance of District facilities such as: forklift, lot sweeper, pressure washer, and sandblaster.

Record work performed, time worked and materials used.

Follow all safety procedures for work areas 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 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. For detailed information regarding the physical requirements, see attached Job Analysis.

**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 judgement of the District, constitute a threat to property or the safety of others.

**REQUIRED EDUCATION AND EXPERIENCE:**

Any satisfactory combination of related experience and training which provides the above required knowledge, abilities, skills, and other special requirements listed above.

**WORKING CONDITIONS:**

Exposure to inclement weather conditions because work is performed both inside and outside the District buildings.

Exposure to dust, fumes, cleaning agents, etc. 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 application to the 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](http://www.Cherriots.org/careers).
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling our Human Resources Department at 503-588-2424. Application materials will be sent via U.S. mail. Office hours are from 8 a.m. to 5 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. mail.

Mail or deliver to: Salem Area Mass Transit District  
Human Resources Department  
555 Court St NE, Suite 5230  
Salem, OR 97301

OR

Or email to: Recruitment@cherriots.org

Faxes or resumes in lieu of original official District application form are not accepted. Applications may be submitted in person, by e-mail 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.**



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.