

October 30, 2024**RECRUITMENT ANNOUNCEMENT
Facilities Maintenance Worker****Starting Wage: \$23.64
Excellent Benefit 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 direction of the Facilities Maintenance Supervisor, the individual in this position cleans and performs minor maintenance and repair work on Cherriots facilities.

How You Will Make an Impact

- Perform general cleaning and custodial duties such as sweeping, mopping, vacuuming, disposing of wastepaper, cleaning restrooms, dusting, polishing, washing windows and woodwork, shampooing carpets, buffing and waxing floors.
- Perform minor maintenance and repair functions on facilities/equipment (e.g., inspect and maintain light fixtures, change light bulbs and tubes, and unclog lavatories).
- Ensure supplies, such as paper products, are maintained in adequate quantities and always available.
- 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 cleaning and maintaining Cherriots facilities such as a 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 orally and in writing with other employees and the general public at the level necessary to perform the position's duties satisfactorily.
- Interact with other employees and the general public using courtesy, tact, and good judgment.
- Act as a positive representative of Cherriots.
- Work cooperatively with others, respect co-workers, and promote teamwork.
- Regular and reliable attendance is an essential function of this position. This role requires that employees be present and engaged during assigned work hours to effectively collaborate with team members and customers and fulfill operation 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 equipment physically located onsite.
- Perform additional duties as assigned.

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.
- Clean and maintain facilities using small hand tools and other equipment such as a pressure washer and sandblaster.
- Perform job functions independently in a timely, safe, and accurate manner.
- Safely operate forklifts, lot sweepers, service trucks, and automobiles.
- Perform the physical functions of the position. This position requires the ability to perform manual labor and withstand working at custodial and maintenance tasks for extended periods.
- Perform job functions safely.

Special Requirements

- One year of experience in facilities maintenance or related field. **OR** Any satisfactory, equivalent combination of related experience and training that provides the required knowledge, skills, and abilities listed above.
- High school diploma or GED.
- A valid Oregon driver's license and a driving record demonstrating adherence to safety and traffic laws and regulations.

Physical Requirements

- A person must be able to walk, stand, and sit for extended periods; see, hear, and talk effectively; use hands for typing, handling objects, and controlling tools or equipment; and use hands and arms to reach for items.
- Regularly carry items weighing up to 20 pounds. Lift and push/pull items weighing up to 20 pounds.
- The person needs to bend, twist, climb, crawl, and kneel frequently as part of their tasks.
- Frequent changes in body positions are necessary.

Working Conditions

- Work is performed both inside and outside District buildings, so there will be some exposure to inclement weather.
- Exposure to dust, fumes, cleaning agents, etc., typical of custodial/building maintenance work.
- Subject to varying shift schedules, including callbacks in emergencies.
- Must travel occasionally to attend meetings and conferences.

To Apply:

Applications are preferred over resumes.

If you have any questions regarding the application or selection process, please contact the Human Resources Specialist at recruitment@cherriots.org or 503-361-7502.

If you need accommodation under the Americans with Disabilities Act or Equal Employment Opportunity Act for any part of the application process, please contact our Human Resources Specialist at 503-361-7502.

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 the Salem Area Mass Transit District's 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 by faxing the Human Resources Department at 503-361-7532.
- Mail: Request an application via mail.

Cherriots
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.
- Candidate will be selected based on the result of:
 - Resume review
 - Application review
 - Driving record review – Upon submitting your application, you must submit a DMV report for every state where you have held a driver's license in the past five years.
 - Panel interview
 - Drug screen
 - Criminal background check



Bargaining Employee Benefits

as of 7/1/2024

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 - effective first of month after hire date
- **Vision and Hearing Insurance** - Ameritas - premium 100% paid by District - effective first of month after hire date
- **Dental Insurance** - Delta Dental / MODA - premium 100% paid by District - effective first of month after hire date
- **Felonious Assault Insurance** - American International Group - \$100,000 in coverage - premium 100% paid by District
- **Sick Leave** - 3.70 hours, accrued bi-weekly - available for use after 90 days
- **Employee Assistance Program (EAP)** - Confidential assistance with behavioral health, grief counseling, financial and legal advice, or any personal issue you may want assistance with
- **Universal Bus Pass** - Ride Cherriots buses for free
- **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

After Six Months

- **Vacation Leave** - Accrued bi-weekly from date of hire - accrual schedule starts at: 0-2 years of service | 3.08 hours bi-weekly | 10 days / year
- **Health Retirement Account** - HRA VEBA - \$838 provided by District Annually
- **Life Insurance, Accidental Death & Dismemberment Insurance** - Reliance Standard
 - \$23,000 for employee - 100% paid by District
 - \$2,000 for spouse - 100% paid by District
 - \$1,000 for dependents - 100% paid by District
- **Defined Benefit Retirement Plan** - Retirement benefit equal to $1.64\% \times (\text{years of service}) \times (\text{final average salary})$
- **Family Bus Pass** - Eligible dependents ride Cherriots buses for free

MORE
BENEFITS 



Voluntary Benefits - Employee Funded

- **Voluntary Long Term Disability Insurance** - Reliance Standard
- **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 - Healthcare and depended care accounts that allow you to contribute on a pre-tax basis.

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.