

**April 18, 2024****RECRUITMENT ANNOUNCEMENT  
Maintenance Manager****Position Pay Range: \$93,002.88 - \$132,599.88  
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 transit 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 services throughout Marion and Polk counties. But we're not just about transportation. We're changing lives by increasing access to jobs, shopping, and educational opportunities, along with providing businesses with access to a larger workforce. And we 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 Chief Operations Officer, performs a wide variety of considerably complex duties, including coordinating and managing the fueling, cleaning, maintenance, and repair of all District transit vehicles, bus shelters, stops, and facilities.

**How You Will Make an Impact:**

- Train, develop, supervise, and evaluate Vehicle Maintenance Supervisors, Maintenance Training Supervisor, Facilities Maintenance Supervisor, Procurement Assistant, Parts and Supply Clerk, and Administrative Assistant.
- Research, analyze, and develop vehicle and facilities maintenance programs and procedures; monitor and evaluate the progress and effectiveness of these programs and procedures; prepare reports; draft and recommend policies.
- Manage and maintain District vehicle replacement plan for operational services; in conjunction with procurement staff prepare and review specifications and requests for proposals for vehicles and equipment; participate in pre-production and final inspection of newly ordered vehicles.
- Manage and maintain Federal Transit Administration (FTA) required fixed route bus contingency plan; maintain and update FTA-required vehicle and facility maintenance plans.

- Monitor and take appropriate actions to ensure Maintenance Department compliance with District policies and labor contract.
- Participate in the administration of the labor contract and in meetings with union representatives to identify and resolve issues of mutual interest; conduct grievance hearings.
- Ensure all required inspections and permits associated with facilities and/or equipment operations are kept current and/or secured as necessary.
- Develop and manage the Maintenance Department budget; monitor expenditures; submit recommendations for reducing costs and/or increasing efficiency.
- Participate in the screening and selection process for maintenance employees and other positions as assigned.
- Participate in the District's safety, security, and risk management programs.
- Provide assistance and support to the Chief Operations Officer, as needed.
- Perform additional duties as assigned.

**What You Will Need to Be Successful in This Role:**

- Extensive knowledge of the principles and practices involved in vehicle and facility maintenance and repair, along with extensive knowledge of occupational hazards and safety precautions related to a maintenance shop environment.
- Considerable knowledge of sound administrative and supervisory practices.
- Considerable knowledge of the principles and practices of public sector labor relations.
- Communicate complex subjects and sensitive information, both orally and in writing in a clear, concise, and logical manner; ability to communicate effectively before groups.
- Interact with other employees and the general public using courtesy, tact, and good judgment and act as a positive representative of the District.
- Work cooperatively with others, be respectful of co-workers, and promote teamwork.
- Collect, analyze, and interpret data and develop sound practices and policy recommendations based on that data.
- Maintain confidential information.
- Ability to be self-starting and proactive.
- Produce quality work while meeting time and budget commitments.
- Considerable skill in leading and working constructively with subordinate staff, and effectively supervising staff.
- Considerable skill in operating a personal computer and using Windows-based word processing and spreadsheet applications. Ability to rapidly learn the District's fleet maintenance software and inventory control software applications.
- Perform job functions safely.

**Special Requirements:**

- Journey level training and six years of demonstrated successful experience in vehicle maintenance and repair, including three years' experience supervising or managing a fleet maintenance department consisting of a large number of union employees. **OR** Any satisfactory, equivalent combination of related experience and training that provides the required knowledge, skills, and abilities listed above.
- Experience navigating a labor union environment.
- Exposure to Diversity, Equity, and Inclusion initiatives.

### **Required Education and Experience:**

- College-level coursework in business, public transportation, transportation, or related field. **OR** A combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. SAMTD reserves the right to determine the equivalences of education and experience.
- Must present the District with a valid Oregon driver's license and must maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.

### **Physical Requirements**

- Frequent use of a calculator, phone, printer, computer, and related hardware.
- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally lifting or moving up to 30 lbs. is also required.

### **Working Conditions**

- Duties are performed both in an office and a maintenance shop environment where there is exposure to noise, dust, heat, oil, diesel fuel, solvents, etc.
- Will work both indoors and outdoors - on occasion, there is direct exposure to all weather conditions.
- Must drive frequently to perform essential functions of position.
- Must travel occasionally to attend meetings and conferences.

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Recruitment Announcement is intended to present a descriptive list of the range of duties performed by employees in the position. Job descriptions are not intended to reflect all duties performed within the job. Job descriptions are subject to revision and may be updated as appropriate to reflect operational changes within the role.

Employees in all positions must pass a background investigation including a background check. Some roles may require a drug screen and physical fitness for duty exam.

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**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](mailto: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](http://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.