

MAY 20, 2022**RECRUITMENT ANNOUNCEMENT
SAFETY COORDINATOR****POSITION PAY RANGE:
\$66,187.79 - \$94,367.95
PLUS EXCELLENT BENEFIT 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 service 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 leadership of the Security and Emergency Management Manager, this position performs a wide variety of administrative duties of considerable complexity administering many of Cherriots occupational and industrial safety processes. The Safety Coordinator will identify and evaluate hazardous conditions and practices and develop, in concert with management, hazard control practices and programs. This role will review accident statistics, develop an overall safety program plan and draft sound, preventive policies and procedures.

How You Will Make an Impact

- Develop and maintain safety policies, plans, procedures, and a proactive SMS/Agency Safety Plan. Verify compliance with the SMS/Agency Safety Plan and the Accident Prevention Program with relevant legislation, guidelines, and standards.
- Develop realistic and data-driven safety performance indicators and safety performance targets.
- Administer drug and alcohol testing program in accordance with company policy and Federal Transit Administration (FTA) regulations; act as the Designated Employer Representative (DER).
- Develop training activities and awareness programs; conduct training or coordinate the provision of training on pertinent safety and risk management issues (e.g., hazardous materials, bloodborne pathogens, personal protective equipment, lockout/tag out, emergency response, ergonomics, first aid/CPR/defibrillator, accident investigation, and the effects of drug and alcohol use, workplace violence, forklift).
- Guide and assist personnel with critical safety problems; review accident statistics and make recommendations for correction of problem areas.
- Assist line and staff management in understanding and complying with federal, state, and local safety-related regulations and standards. In addition to the handling of Oregon OSHA inspections; serve as a Risk Management Committee member.
- Serve as an adviser to the Safety Committee; provide guidance to committee members regarding regulations, sound safety practices, safety inspections, the creation of effective safety suggestions, and Oregon OSHA regulations; participate in the preparation of Safety Committee minutes and reports.
- Coordinate the analysis and documentation of essential job duties and their corresponding physical requirements for all job classifications.
- Participate in and facilitate the functions of the Wellness Committee; developing activities, providing information to employees, and improving accessibility to options.
- Measure and report program effectiveness in a form that is useful and relevant to include all National Transit Database Safety and Security Reporting.
- Additional duties as assigned.

What You Will Need to Be Successful in this Role

- At minimum, a bachelor's degree in risk management, business/public administration, industrial/occupational safety or a related field.
- Three years of professional safety or risk management experience or any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, and skills.

- Considerable knowledge of Oregon OSHA and other safety regulations.
- Proficient in Microsoft Office Suite and Google Workspace.
- Comfortable presenting data, charts, and graphs to an audience.
- Communicates complex subjects and sensitive information, both orally and in writing in a clear, concise, and logical manner.
- Ability to collect, analyze, and interpret data recommending sound policies and practices based on that data.
- Considerable skill in developing and delivering training programs.
- Interacts with other employees and the general public using courtesy, tact, and good judgment. Acts as a positive representative of Cherriots.
- Strong focus on producing quality work while meeting time and budget commitments.
- A proactive, self-starter who works well in a team environment.
- Maintains strict confidentiality.
- Ability to perform the job functions in a safe manner.

Special Requirements

- Valid Oregon Class C driver's license and driving record that demonstrates adherence to safety and traffic laws and regulations.
- No criminal conviction which may, in the sole judgment of the organization, constitute a threat to property or the safety of others.

Working Conditions

- Primarily an office working environment. However, on occasion the incumbent is required to perform duties in areas where they may be exposed to loud noise, severe weather conditions, and fumes, within a bus maintenance shop environment, while riding transit vehicles, or while being outdoors.
- Must travel occasionally to attend meetings and conferences or to investigate safety and risk management related matters.
- Required to respond to emergencies on short notice at any hour, and provide own transportation to emergencies.

TO APPLY:

Please submit your application to our administration office. To obtain an application:

- ❖ Online: 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: Cherriots.org/careers.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling the 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 to: Salem Area Mass Transit District
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

OR

Email to: Recruitment@cherriots.org

Resumes in lieu of original official District application form will not be accepted. Applications may be submitted in person, by email, by fax or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

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 7/1/2022*

At time of hire

- **Medical and Prescription Insurance** with your choice of Regence Blue Cross Blue Shield or Kaiser Permanente; premium 100 percent paid by District
- **Vision and Hearing Insurance** with Ameritas; premium 100 percent paid by District
- **Dental Insurance** with Delta Dental - MODA; premium 100 percent paid by District
- **HRA VEBA – Health Savings Account** – \$1000 provided by District annually
- **Employee Assistance Program**
- **Paid Holidays** - *New Year's Day | Martin Luther King Jr. Day | Presidents Day | Memorial Day | Juneteenth | 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
- **Administration Leave** - 2.47 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

- **Long Term Disability Insurance** - Reliance Standard premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Reliance Standard
 - District pays 100% of premium costs
 - \$50,000 Life Insurance Policy for employee; \$2,000 Dependent Life for Spouse; \$1,000 Dependent Life for Children
- **Family Bus Pass** - For eligible dependents to ride Cherriots buses for free
- **Employee Retirement Plan**
- **Profit Sharing Plan**

District contributes 5% of employee's earnings, and will automatically match up to an additional 5% of 457 elections, unless waived.

MORE
BENEFITS 



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

- **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.