

February 24, 2020

**RECRUITMENT ANNOUNCEMENT
TRANSIT OPERATOR**

**STARTING WAGE:
\$21.97
PLUS EXCELLENT BENEFIT PACKAGE**

**FIRST REVIEW: MARCH 13, 2020
OPEN UNTIL FILLED**

JOB SUMMARY:

Under the general supervision of Operations Supervisors operates passenger buses to provide fixed route transit service.

ESSENTIAL JOB FUNCTIONS:

Perform pre-trip inspections of passenger buses and make necessary adjustments or corrections prior to moving buses.

Operate passenger buses in accordance with designated routes and schedules, District established safety standards and traffic laws of the State of Oregon.

Collect and process fares and issue day passes.

Provide passengers and general public with information regarding District's transit system in a courteous and professional manner.

Provide assistance with boarding and disembarking for those passengers with disabilities who need assistance.

Communicate immediately by bus radio all emergency conditions, accidents or unusual incidents in an accurate manner.

Assume control of the scene of a security incident or accident until the arrival of emergency personnel and/or Operations Supervisor.

Complete required reports and forms accurately, thoroughly and in a timely manner.
Act as a positive representative of the District.

Interact with the general public using courtesy, tact and good judgment.

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:

Working knowledge of customer service techniques.

Ability to 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.

Ability to safely operate any assigned transit bus or other assigned vehicle on a designated route while maintaining an accurate time schedule.

Ability to meet the Federal Motor Carrier Safety Regulations physical qualifications for commercial drivers and ability to perform the physical functions of the position. This position requires the ability to perform manual labor for extended periods of time. For detailed information regarding the physical requirements see attached Job Analysis and Federal Motor Carrier Safety Administration Physical Qualification of Drivers.

Must obtain a valid Oregon Class B Driver's Permit along with passenger and air brake endorsements prior to date of hire and obtain a valid Oregon Class B Commercial Driver's License within three (3) weeks after date of hire.

All licensing fees and passing required licensing and endorsement examinations are the total responsibility of the applicant.

A person who has a commercial driver's license issued by another state must obtain an Oregon Class B Commercial Driver's License within 30 days of being domiciled in Oregon or within three (3) weeks after date of hire, whichever comes first.

Ability to work varying work schedules. District operates service seven days a week from early morning to late evening hours. Work schedules are bid quarterly on the basis of seniority.

SPECIAL REQUIREMENTS:

Driving record that demonstrates adherence to safety in the operation of motor vehicles and adherence to traffic laws and regulations.

No criminal convictions which may, in the sole judgment of the District, render the applicant unsuitable or unfit for employment in a position which is responsible for providing transit to the public.

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or GED and one year of successful experience working with the general public.

OR

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

WORKING CONDITIONS:

Some exposure to inclement weather conditions.

Subject to varying shift schedules.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK WHICH MAY BE ASSIGNED WHICH WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

TO APPLY:

Please submit our application, safety sensitive form and five (5) year DMV record to our Administration office. To obtain an application:

- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from Salem Area Mass Transit's District Career page. Refer to specific current job opportunity of interest for application materials. Website: www.cherriots.org/careers
- ❖ In Person: You pick-up application materials from Human Resources Department located at 555 Court St NE Salem, Oregon 97301. Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ 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. Our office hours are from 8:00 a.m. to 5:00 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 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.

CHERRIOTS

**APPLICATION SUPPLEMENT
FOR
APPLICANTS FOR SAFETY SENSITIVE POSITIONS**

**(Journey Mechanic, Service Worker, Service Technician, Transit Operator,
Operations Supervisor, Vehicle Maintenance Supervisor)**

The positions listed above are considered positions that perform safety sensitive functions according to the Department of Transportation (DOT) regulations. If you are applying for one of these positions you must indicate whether or not you and your past employers were subject to the DOT Drug and alcohol Testing Regulations. This is a requirement under the DOT regulations 49 CFR part 40. **Failure to answer the questions truthfully and completely could result in termination of your employment, if you are hired by Cherrlots.**

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Have you ever tested positive, or refused to test, on any Department of Transportation (DOT) pre-employment drug or alcohol test administered by a DOT covered employer for which you did not get the job within the past two years? [] yes [] no

If yes, you must provide documentation that you have complied with the return-to-duty requirement of the DOT.

LIST ALL EMPLOYERS YOU HAVE HAD DURING THE PAST TWO (2) YEARS WHO WERE SUBJECT TO THE DEPARTMENT OF TRANSPORTATION (DOT) DRUG AND ALCOHOL TESTING REGULATIONS:

Employer: _____
Address: _____

Name of Supervisor/
Contact Person _____
Phone Number: _____
Fax Number: _____

Employer: _____
Address: _____

Name of Supervisor/
Contact Person: _____
Phone Number: _____
Fax Number: _____

Employer: _____
Address: _____

Name of Supervisor/
Contact Person: _____
Phone Number: _____
Fax Number: _____

If this is not enough space to provide this information, please attach additional sheets.

Print Name

Signature

Date



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.