

**July 19, 2023**

**RECRUITMENT ANNOUNCEMENT  
TRANSPORTATION TRAINING SUPERVISOR**

**SALARY RANGE:**

**\$78,087.02 - \$111,333.42**

**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 transportation 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 improving lives by increasing access to jobs, shopping, and educational opportunities, along with providing businesses with access to a larger workforce. We also assure people that they will be able to access recreational, social, faith-based, and other activities without needing a car.

**About the Role**

Under the general direction of the Transportation Manager, the Transportation Training Supervisor will provide leadership and oversight to the Transit Operators and Training Instructors during the initial and recurring training programs. The Transportation Training Supervisor will, through personal commitment and appropriate leadership, demonstrate that safety is a core value and a priority in all aspects of work. This position will also support all District safety programs, related policy implementation, and training.

**How You Will Make an Impact**

- Oversees the Transportation Department training programs provided to new (trial service) transit operators, Operator Instructors, and other Transportation Department employees.
- Researches, develops, organizes, conducts, evaluates, and updates, as appropriate, training programs for new and current transit operators, including designing and preparing training materials. Provides updates and refresher training sessions on topics, including customer service, conflict resolution, the Americans with Disabilities Act (ADA), accident avoidance, and system safety. In coordination with the Transportation Manager, this position will perform needs assessments to ensure that all training is current and adequate for the role.

- Supervises a team of Operator Instructors. Provides direct oversight of Operator Instructors to ensure that all training and instruction is in compliance with Cheriots standards, Federal Motor Carrier Safety Administration (FMCSA), and Oregon law. Creates and delivers yearly refresher training for all Operator Instructors.
- Creates documentation for each training instructor to show accurate records of their effectiveness, as well as opportunities for improvement. Regularly monitors the performance of each instructor to ensure their ongoing effectiveness and positive impact on the program. In coordination with the Transportation Manager, makes recommendations for changes to the training instructor roster.
- Provides or oversees trial service operator training, including classroom and behind-the-wheel instruction. Regularly monitors operator performance to ensure compliance with daily training schedules, operating policies, procedures, service standards, and applicable laws.
- Works closely with Operator Instructors to provide recognition for exemplary work, as well as coaching. Regularly monitors trial service operator performance and maintains performance evaluation records.
- Coordinates and manages all commercial driver licenses and endorsement testing, as required by Oregon law. Maintains effective working relationships with licensed and recognized Oregon Department of Transportation testing contractors and other resources. Compiles and maintains all licensing documentation files.
- Conducts and oversees regular "in-service" training. Creates and updates the curriculum necessary to train all personnel in the latest and most key subjects, including changes in laws or policies, new or more effective operating methods, Cheriots best practices, and the Public Transit Agency Safety Plan (PTASP).
- Coordinates with the Transportation Manager and Assistant Transportation Manager to ensure that all transit operators receive the required training on an annual cycle and that there is an effective collection method for staff training recommendations.
- Regularly participates in the accident review process by examining records, interviewing operations supervisors and transit operators, as well as examining video and other applicable evidence. Provides recommendations to the Accident Review Board to assist in the fair and effective review of transit vehicle accidents.
- Researches and implements continuing education or training opportunities, including e-learning and other courses of study that improve training delivery methods to enhance the learning environment and quality.
- Assists in managing the continuous improvement of department training programs and participates in the development of standard operating procedures for the Transportation Department.

### **What You Will Need to Be Successful in this Role**

- An associate's degree in adult education, training, or a related field, including coursework in supervisory management, or any equivalent combination of training and experience.

- Experience in transit operations, preferably experience as a transit operator.
- OR**
- Any satisfactory equivalent combination of related experience and training that provides the required knowledge, abilities, skills, and other special requirements listed above.
  - Knowledgeable of the principles and practices of adult learning, employee training needs assessments and the development of instructional goals and objectives.
  - Basic level skills with Word, Excel, databases, and other software applications.
  - Proficient at selecting, assigning, supervising, and evaluating personnel.
  - Adept at developing and producing written reports, as well as delivering effective oral presentations.
  - Demonstrated leadership along with interpersonal and analytical skills to identify, evaluate, and resolve complex training and operations-related issues in a proactive manner.
  - Able to develop and maintain responsive, goal-oriented, and effective work teams.
  - Understands the importance of establishing and maintaining effective working relationships with students, peers, management, and the general public, including those from diverse backgrounds, seniors, and people with disabilities.
  - Skilled at communicating clearly and effectively in oral and written form, including facilitating meetings with individuals or groups while clearly and logically presenting information.
  - Competent in the planning, scheduling, and managing of multiple priorities and projects, as well as effectively and fairly delegating while maintaining the quality and effectiveness of the program.

### **Special Requirements**

- Valid Oregon Commercial Driver License (Class B) with air brake and passenger endorsements or ability to obtain within first 60 days of employment.
- Clean driving record that demonstrates adherence to safety and traffic laws and regulations.
- No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

### **Working Conditions**

- Working environment varies from classroom training to behind-the-wheel training and could include on-site training with various entities in a variety of weather conditions outside.
- May, on occasion, include off-site training both as the instructor and as the student.
- May travel occasionally to attend meetings and conferences and additional training.
- May work varied hours and days.

## **To apply please submit the application to our Human Resources Department.**

Applications may be submitted in person, by email, fax, or by 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 on 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.