

August 31, 2020**RECRUITMENT ANNOUNCEMENT
TRANSPORTATION TRAINING SUPERVISOR****SALARY RANGE:
\$60,622.63 - \$86,433.37
PLUS EXCELLENT BENEFITS PACKAGE****FIRST REVIEW: September 21, 2020
OPEN UNTIL FILLED****JOB SUMMARY:**

Under the general direction of the Transportation Manager, the Transportation Training Supervisor will provide leadership and oversight to the Transit Operator and Training Instructor during the initial and recurring training programs. This will include, but is not restricted to, organizing and conducting all classroom and behind-the-wheel training; supervising, selecting, and mentoring training Instructors; and designing, updating, and maintaining training materials. Assist in managing the continuous improvement of Transportation Department training programs and participate in the development of Standard Operating Procedures for the Transportation Department. 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, and will support all district safety programs and related policy implementation and training.

ESSENTIAL JOB FUNCTIONS:

Oversee the Transportation Department training programs, with special attention to programs provided to new (trial service) transit Operators, training Instructors, and other Transportation Department employees.

Research, develop, organize, conduct, evaluate, and update, as appropriate, training programs for new and current transit operators, including designing and preparing training materials. Provide updates and refresher training sessions on topics, including customer service, conflict resolution, the Americans with Disabilities Act, accident

avoidance, and system safety. In coordination with the Transportation Manager, will perform needs assessments to ensure that all training is current and adequate.

Supervise a team of training Instructors. Provide direct oversight of instructors to ensure that all training and instruction is in compliance with Cherriots standards and Oregon law.

Monitor individual instructor performance and provide follow-up instruction and guidance to ensure the best possible training and compliance.

Create and compile documentation for each training instructor to show accurate record of their effectiveness, as well as areas in need of improvement. Require, monitor, and compile regular performance reports for each Training Instructor to ensure that corrective action is taken and that course compliance is maintained.

Regularly monitor the performance of each instructor to ensure their ongoing effectiveness and benefit to the program. In coordination with the Transportation Manager, make recommendations for making additions to or removals from the Training Instructor roster.

Provide or oversee necessary trial service operator training, including classroom and behind-the-wheel instruction. Regularly monitor operator performance to assure compliance with daily training schedules, operating policies, procedures, service standards, applicable laws and the instructions of training instructors. Work closely with training instructors to provide recognition for exemplary work, as well as corrective coaching and counseling as needed, to include the regular monitoring of trial service operator performance, and maintenance of performance evaluation records.

Coordinate and manage all commercial driver's license and endorsement testing, as required by Oregon law. and maintain effective working relationships with licensed and recognized Oregon Department of Transportation testing contractors and other resources. Compile and maintain all licensing documentation files, including payroll deduction and related data.

Conduct and oversee regular "in-service" training. Create and update 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, and topics required by Cherriots leadership.

Coordinate with the Transportation Manager and Assistant Transportation Manager to ensure that all transit operators receive the required training on a repeatable annual cycle, and that there is an effective method to collect and examine training recommendations and suggestions from Cherriots operators and staff.

Regularly participate in the accident review process by examining records, interviewing operations supervisors and transit operators, as well as examining video and other applicable evidence. Provide recommendations to the Accident Review Board to assist in the fair and effective review of transit vehicle accidents.

Research and implement continuing education or training opportunities, including e-learning and other courses of study that will update and improve training delivery methods that will enhance the learning environment and quality of the students.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles and practices of adult learning and employee training, as well as needs assessment and the development of instructional goals and objectives.

Demonstrated leadership, interpersonal and analytical skills to identify, evaluate, and resolve complex training and operations-related issues in a proactive manner.

The ability to develop and maintain responsive, goal-oriented, and effective work teams.

The ability to establish and maintain effective working relationships with students, other supervisors, management, and the general public, including those from diverse backgrounds, seniors and people with disabilities.

The ability to communicate clearly and effectively in oral and written form. To facilitate meetings with individuals or groups and to present information in a clear and logical manner.

Ability to plan, schedule, and manage multiple priorities and projects, as well as to effectively and fairly delegate to other members of the training staff and still maintain the quality and effectiveness of the program.

Ability to select, assign, supervise, and evaluate personnel.

Ability to develop and produce written reports, as well as deliver effective oral presentations.

Have basic knowledge in email, word processing, and spreadsheets, as well as other instructional technology.

SPECIAL REQUIREMENTS:

Ability to obtain and maintain a valid Oregon Class B Commercial Driver's License with passenger and air brake endorsements and a driving record that demonstrates adherence to safety principles and traffic laws and regulations. Must obtain a valid

Oregon Class B Driver's Permit within 15 days of being placed in this position and must obtain a valid Oregon Class B Commercial Driver's License within 30 days of being placed in this position.

No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

REQUIRED EDUCATION AND EXPERIENCE:

An associates' 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 required knowledge, abilities, skills, and other special requirements listed above.

WORKING CONDITIONS:

Working environment varies from classroom training, to on-board 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.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED THAT WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION

TO APPLY:

Please submit the application, supplemental questions, 5 Year DMV Report & Safety Sensitive Form 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 the Salem Area Mass Transit District's Careers page. Refer to specific current job opportunity of interest for application materials. Website: www.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 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

Faxes or resumes in lieu of original official District application form will not be accepted. Applications may be submitted in person, by email, 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.

Transportation Training Supervisor Supplemental Questionnaire

Thank you for applying for the Transportation Training Supervisor with Salem Area Mass Transit District (Cherriots). As part of the initial screening for this position, candidates are asked to submit a written supplemental responding to the following:

1. Describe your experience, including the number of employees you directly supervised and your applicable knowledge in the following areas:
 - Directing and controlling work assignments
 - Designing and writing training curriculum
 - Training, coaching and counseling
 - Union environment and labor agreements
 - Writing performance evaluations and student progress reports

2. A core function of the Training Supervisor position is delivering training to new Transit Bus Operators. Please describe your experience with delivering similar training programs. How did you ensure the understanding and compliance with Federal, State and Local laws.

3. Please describe your experience preparing new Transit Operators obtain their commercial driver license.



SALEM AREA MASS TRANSIT DISTRICT
Non-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** – \$1000 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

- **Long Term Disability Insurance** - Regence Life & Health Insurance Company premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Regence Life & Health
 - 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 Plans

- **401(a) Money Purchase Plan** (Defined Contribution Plan)
 - District contributes 10% of employee's earnings
- **Floor Offset** (Defined Benefit Retirement Plan) - based on formula

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.