



**October 21, 2024**

**RECRUITMENT ANNOUNCEMENT  
Transportation Training Supervisor**

**Position Salary Range: \$81,991.37 – \$116,900.09  
Excellent Benefits Package**

**Open Until Filled**

**Who We Are:**

The Salem Area Mass Transit District, known as Cherriots, is a great public transit system. We work hard every day to give our customers the best experience possible. We provide local, regional, and paratransit services in Marion and Polk counties. But we do more than just transportation. We help people get to jobs, shopping, and schools. We help businesses find more workers. We ensure that people can enjoy recreational, social, faith-based, and other activities without needing a car.

Cherriots is an equal opportunity employer that aims to create a workforce that reflects our diverse community. We are committed to creating an inclusive environment for all employees and encourage individuals from all backgrounds to apply.

**About the Role:**

Under the administrative direction of the Transportation Manager, the Transportation Training Supervisor provides leadership and oversight to the Transit Operator's and Training Instructor's initial and recurring training programs. This includes, but is not restricted to organizing and conducting all classroom and behind-the-wheel training, supervising, selecting, and mentoring the Training Instructors, and designing, updating, and maintaining training materials. Assist in managing the continuous improvement of Transportation Department training programs and participating in developing Standard Operating Procedures for the Transportation Department. Through personal commitment and appropriate leadership, the Transportation Training Supervisor will 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.

**Duties:**

- Oversee the Transportation Department's training programs, with particular 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, 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 complies with Cherriots standards and Oregon state 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 records of their effectiveness and areas for 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 each instructor's performance to ensure their ongoing effectiveness and benefit to the program. In coordination with the Transportation Manager, make recommendations for adding or removing instructors 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 ensure 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 and corrective coaching and counseling as needed. This includes regular monitoring of Trial Service Operator performance and maintenance of performance evaluation records.
- Coordinate and manage all CDL and endorsement Testing as required by Oregon state law and maintain effective working relationships with licensed and recognized DOT 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 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, 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 for collecting and examining 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, and examining video and other applicable evidence. Provide recommendations to the Accident Review Board for 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 and enhance the learning environment and quality of the students.
- Regular and reliable attendance is an essential function of this position. This role requires that employees be present and engaged during assigned work hours to effectively collaborate with team members and customers and fulfill operation needs. The ability to consistently adhere to a defined work schedule and be present onsite is crucial to the successful performance of this role's job duties and responsibilities because if the employee is not present, someone else would be required to perform their duties.
- Perform additional duties as assigned.

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

- 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 proactively identify, evaluate, and resolve complex training and operations-related issues.
- Develop and maintain responsive, goal-oriented, and effective work teams.
- Establish and maintain effective working relationships with students, other supervisors, management, and the general public, including those from diverse backgrounds, the elderly, and persons with disabilities.
- Communicate clearly and effectively in oral and written form. Facilitate meetings with individuals or groups and present information clearly and logically.
- Plan, schedule, and manage multiple priorities and projects. Effectively and fairly delegate to other members of the training staff while maintaining the quality and effectiveness of the program.
- Select, assign, supervise, and evaluate personnel.
- Develop and produce written reports and deliver effective oral presentations.
- Basic email, word processing, spreadsheets, and other instructional technology knowledge.
- Work and function within Trapeze, CAD/AVL, and other standard transportation software programs.
- Capable of performing job duties safely.

### **Requirements:**

- Oregon commercial driver's license (CDL).
- Clean driving record.
- Pass a drug test (including marijuana) and criminal background check.
- Able to perform all essential functions, with or without reasonable accommodation.

### **Education and Experience:**

- Two years of experience in transit operations, and one year of experience in a training capacity is required. **OR** Any satisfactory, equivalent combination of related

experience and training that provides the required knowledge, skills, and abilities listed above.

- 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 is preferred. **OR** Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the position's essential functions. SAMTD reserves the right to determine the equivalences of education and experience.
- Smith System training certification is required.
- Oregon Department of Transportation (ODOT) CDL Third Party Testing certification is preferred.
- Fixed-route operations or paratransit operations experience is preferred.
- Navigating a labor union environment is preferred.

### **Physical Requirements**

- Be able to walk, stand, and sit for extended periods; see, hear, and speak effectively; use hands for typing, handling objects, and controlling tools or equipment; and use hands and arms to reach for items.
- Regularly lift, carry, push, and pull items weighing up to 40 pounds.
- Needs to frequently bend, twist, climb, crawl, and kneel as part of their tasks.
- Frequent changes in body positions are necessary.

### **Working Conditions**

- The working environment varies from office to classroom, field, and onboard training, and it could include on-site training with various entities in various outdoor weather conditions.
- May, on occasion, include off-site training both as the instructor and as the student.
- May travel occasionally to attend meetings, conferences, and additional training.
- May work varied hours and days.

**To Apply:**

Applications are preferred over resumes.

If you have any questions regarding the application or selection process, please contact the Human Resources Specialist at [recruitment@cherriots.org](mailto:recruitment@cherriots.org) or 503-361-7502.

If you need accommodation under the Americans with Disabilities Act or Equal Employment Opportunity Act for any part of the application process, please contact our Human Resources Specialist at 503-361-7502.

**To Obtain an Application:**

- Email: Request that an application and recruitment announcement be sent by emailing [recruitment@cherriots.org](mailto:recruitment@cherriots.org).
- Internet: Download the application in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's careers page. <https://www.cherriots.org/careers/>
- Telephone: Request that an application be sent to you by calling the Human Resources Department at 503-588-2424.
- Fax: Request that an application be by faxing the Human Resources Department at 503-361-7532.
- Mail: Request an application via mail.  
Cherriots  
Human Resources Department  
555 Court St NE, Suite 5230  
Salem, OR 97301

**Selection Process:**

- The candidate will be notified via email within two weeks of submitting their application regarding the status.
- Candidate will be selected based on the result of:
  - Resume review
  - Application review
  - Driving record review – Upon submitting your application, you must submit a DMV report for every state where you have held a driver's license in the past five years.
  - Panel interview
  - Drug screen
  - Criminal background check
  - Ability to obtain a valid CDL permit and med card



SALEM AREA MASS TRANSIT DISTRICT  
**Exempt, Non-Bargaining Benefits**

as of 7/1/2024

**At time of hire**

- **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
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually, prorated contribution at time of hire
- **Employee Assistance Program (EAP)** - Confidential assistance with personal problems
- **Universal Bus Pass** - Ride Cherriots buses for free

**Starting the first day of the month following hire date**

- **Medical and Prescription Insurance** - Your choice of Regence Blue Cross Blue Shield or Kaiser Permanente - Premium is 100% paid by the District
- **Vision and Hearing Insurance** - Ameritas - Premium is 100% paid by the District
- **Dental Insurance** - Delta Dental / MODA - Premium is 100% paid by the District

**After completion of Trial Service**

- **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.