

July 1, 2025**Recruitment Announcement
Vehicle Maintenance Supervisor****Position Salary Range: \$87,829.15 - \$125,223.37
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 Maintenance Manager, the Vehicle Maintenance Supervisor performs a wide variety of duties of moderate to high complexity, providing first-line supervision of employees responsible for the repair and maintenance of Cherriots vehicles and equipment.

Duties:

- Supervise a team of maintenance employees: provide necessary training; monitor performance to ensure compliance with Cherriots' policies, procedures, and maintenance standards and practices; recognize good work; provide corrective counseling as needed; conduct performance evaluations; administer discipline; and recommend termination if necessary.
- Oversee and, when necessary, assist in diagnosing, maintaining, and repairing Cherriots' vehicles and equipment.
- Schedule daily buses for repairs, preventive maintenance inspections, cleaning, tire work, and special events.

- Compile and update various computerized records (e.g., work orders, repair records, maintenance records, fueling records, road calls, etc.); prepare reports as needed.
- Estimate accident damage or coordinate with outside body shops for estimates.
- Investigate and document employee or customer complaints regarding Cherriots' vehicles or equipment and resolve or guide them toward resolving problem situations.
- Participate in the screening and selection process for maintenance employees; recommend new hires.
- Participate in the Maintenance Department's budget preparation process and submit recommendations to reduce costs and increase efficiency.
- Assist in establishing departmental safety and security procedures and enforce these procedures to reduce or minimize departmental safety and security risks.
- Provide assistance and support to the Maintenance Manager by working on special projects or committee assignments as needed.
- Regular and reliable attendance is a key requirement 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 operational needs. The ability to consistently adhere to a defined work schedule and be present on-site is crucial to the successful performance of this role's job duties and responsibilities, as the essential duties of this role require the use of tools and/or equipment physically located on-site.
- Perform additional duties as assigned.

What You Will Need to Be Successful in this Role:

- Extensive knowledge of gasoline and diesel maintenance and repair, as well as shop safety practices and federal and state regulations governing vehicle maintenance and safety. Ability to rapidly gain considerable knowledge, through on-the-job training, of compressed natural gas engine and fuel systems maintenance and repair.
- Considerable knowledge of administrative and supervisory practices.
- Demonstrates considerable skill in leading and working constructively with subordinate staff, as well as effectively supervising staff.
- Communicate complex subjects and sensitive information concisely and logically, both orally and in writing.
- Interact with other employees and the general public using courtesy, tact, and sound judgment, and act as a positive representative of Cherriots.
- Work cooperatively with others; be respectful of co-workers; promote teamwork.
- Collect, analyze, and interpret data to inform the development of sound policies and practices based on the findings.
- Maintain confidential information.
- Be self-starting and proactive.
- Produce quality work while meeting time and budget commitments.

- Considerable skill in using personal computers and Windows-based word processing applications.
- Learn fleet maintenance software.
- Perform job functions safely.

Education and Experience:

- High school diploma or GED with some college-level course work or training in diesel mechanics.
- Four years of experience as a diesel mechanic, including two years in a supervisory capacity.
- Candidates with any satisfactory combination of related experience and training that equips them with the required knowledge, abilities, and skills for this position are encouraged to apply. Cherriots reserves the right to determine the equivalences of education and experience.
- Experience navigating a labor union environment is preferred.

Special Requirements:

- An Oregon driver's license is required. An Oregon commercial driver's license (CDL) is preferred. **We encourage candidates without a CDL to apply.** Upon hire, you must obtain a commercial learner's permit with a passenger endorsement, no air brake restrictions, and a valid medical examiner's certification (also known as a med card) before your first day of work. When you begin work, we will assist you in obtaining your CDL during our paid training program.
- Clean driving record.
- Pass a drug test (including marijuana) and criminal background check.

Physical Requirements

- A person must be able to walk, stand, and sit for extended periods; have the ability to see, hear, and speak effectively; and use their hands for typing, handling objects, and controlling tools or equipment, as well as use their hands and arms to reach for items.
- Heavy manual labor. It may occasionally require exerting up to 150 pounds of force. Routinely requires lifting items weighing up to 50 pounds. Occasionally requires moving or lifting items weighing up to 100 pounds.

Working Conditions

- Working conditions are typical of a maintenance shop environment, with exposure to noise, dust, heat, oil, diesel fuel, solvents, and other hazardous materials.
- Some exposure to inclement weather conditions.
- Subject to varying shift schedules, including emergency callbacks.
- Must travel occasionally to attend meetings and conferences.

To Apply:

Applications are preferred over resumes.

If you have any questions about the application or selection process, or if you need an accommodation at any stage, please contact our Human Resources Specialist at recruitment@cherriots.org or 503-361-7502. They're your go-to resource for anything related to the application process.

To obtain an application:

- Email: Request that an application and recruitment announcement be sent by emailing recruitment@cherriots.org.
- Internet: Download the application in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from Cherriots' 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 faxed to the Human Resources Department at 503-361-7532.
- Mail: Request an application via mail.

Cherriots

Attn: HR Specialist, 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
 - Past DOT-regulated employer review
 - Ability to obtain a valid CDL permit and medical examiner's certification.



SALEM AREA MASS TRANSIT DISTRICT
Exempt, Non-Bargaining Benefits
as of 7/1/2025

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)** - Canopy - Confidential support for life's challenges, including mental health and grief counseling, financial and legal resources, and more. Premium is 100% paid by the District.
- **Universal Bus Pass** - Ride Cherriots buses for free.

Starting the first day of the month following hire date

- **Medical and Prescription Insurance** - PacificSource or Kaiser Permanente - Premium is 100% paid by the District.
- **Vision and Hearing Insurance** - Ameritas/VSP - Premium is 100% paid by the District.
- **Dental Insurance** - Delta Dental / MODA - Premium is 100% paid by the District.

MORE
BENEFITS





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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 free.

Voluntary employee funded benefits

- **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 a summary of benefits provided by Salem Area Mass Transit District for employees and dependents. It should not be construed as full or final information on these benefits, which are subject to change. For complete details and requirements, please refer to Personnel Policies and Contract of Insurance.