

August 3, 2026

Recruitment Announcement Vehicle Maintenance Supervisor

Position Salary: \$93,977.20 - \$133,989.02
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 more than average 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 assure compliance with Cherriots policies and procedures and maintenance standards and practices; recognize good work; provide corrective counseling as needed; conduct performance evaluations; administer discipline; recommend termination if necessary.
- Oversee and assist, when necessary, 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 various 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; resolve or guide toward resolution of problem situations.
- Participate in the screening and selection process for maintenance employees; recommend new hires.
- Participate in the Maintenance Department budget preparation process; submit recommendations for reducing costs and increasing 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.
- 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 operational 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 the essential duties of this role require using tools and/or equipment physically located onsite.
- Perform additional duties as assigned.

What You Will Need to Be Successful in This Role:

- Extensive knowledge of gasoline and diesel maintenance and repair, shop safety practices, and federal and state regulations affecting 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.
- Considerable skill in leading and working constructively with subordinate staff and effectively supervising staff.
- Communicate complex subjects and sensitive information, both orally and in writing, in a clear, concise, and logical manner.
- 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 and recommend sound policies and practices based on that data.
- 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:

- Bachelor's degree in Automotive Technology or Mechanical Engineering preferred.
- Three (3) to five (5) years of experience as a diesel mechanic, including experience in a supervisory capacity; Public Sector employment a plus.
- 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.

Special Requirements:

- Oregon driver's license is required. 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.
- Successfully pass a drug test (including marijuana), physical exam, and criminal background check.
- Experience navigating a labor union environment.

Physical Requirements

- Requires prolonged periods of sitting, standing, and walking.
- Must be able to operate a computer, keyboard, tools, equipment, and other devices necessary to perform the essential functions of the position.
- Must be able to prepare, review, and interpret information presented in electronic and printed formats.
- Must be able to effectively communicate and accurately exchange information with coworkers, customers, and the public using verbal, written, and electronic communication methods.
- Performs heavy manual labor. Must be able to routinely lift and move objects weighing up to 50 pounds, occasionally lift and move objects up to 100 pounds, and occasionally exert up to 150 pounds of force.
- Requires frequent bending, twisting, climbing, crawling, kneeling, and changes in body position.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Working Conditions

- Working conditions typical to a maintenance shop environment with exposure to noise, dust, heat, oil, diesel fuel, solvents, etc.
- Some exposure to inclement weather conditions.
- Subject to varying shift schedules, including callbacks in emergencies.
- 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 the 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.
 - Resume review
 - Application review
 - Panel interview
 - Driving record review
 - Drug screen
 - Criminal background check
 - Education verification
 - Physical exam
 - Ability to obtain a valid CDL permit and med card



SALEM AREA MASS TRANSIT DISTRICT
Bargaining Benefits
as of 7/1/2026

At time of hire

- **Sick Leave** - 3.70 hours, accrued bi-weekly, available after 90 days.
- **11 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 & the Day After
 - Christmas Day
- **Felonious Assault Insurance** - American International Group - \$100,000 in coverage - Premium 100% paid by the District.
- **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** - Moda Health or Kaiser Permanente Plus - 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





SALEM AREA MASS TRANSIT DISTRICT

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After completion of Trial Service

- **Vacation Leave** - Accrued bi-weekly from date of hire. Accrual schedule starts at:
0-2 years of service | 3.08 hours bi-weekly | 10 days per year
- **Life Insurance, Accidental Death & Dismemberment Insurance** - Reliance Standard.
 - \$23,000 for employee - 100% paid by District.
 - \$2,000 for spouse - 100% paid by District.
 - \$1,000 for dependents - 100% paid by District.
- **Defined Benefit Retirement Plan** - Retirement benefit equal to $1.64\% \times (\text{years of service}) \times (\text{final average salary})$
- **Health Retirement Account** - HRA VEBA - \$838 provided by the District annually, prorated contribution upon completion of trial service.
- **Family Bus Pass** - Eligible dependents ride free.

Voluntary employee funded benefits

- **Voluntary Long Term Disability Insurance** - Reliance Standard
- **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.