



POSITION DESCRIPTION

Tech Dump, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling (Tech Dump) and refurbishing (Tech Discounts) electronics at three locations in the Twin Cities.

TITLE: Truck Driver / Navigator

REPORTS TO: Lead Truck Driver

LOCATION: Tech Dump HQ, 860 Vandalia St, St Paul MN 55114

SUMMARY:

This position will perform manual lifting, navigating, and driving work, as well as warehouse duties, when not on the truck. Reports to the Lead Truck Driver for truck duty and to the Plant Manager for warehouse duties. When driving or navigating, you will work as part of the team in providing pick-up service to our clients, supporting our on-site electronics recycling collection events, and being an important face to our Tech Dump customers.

ESSENTIAL ACCOUNTABILITIES:

- Provide courteous interaction with customers and communicate Tech Dump's services and mission clearly and effectively.
 - Team player who has a high standard of performance and customer care.
 - Must truly enjoy customer interaction and take a professional, team-focused approach to work.
- Collect materials from pick-ups and events in a safe and timely manner. Must be able to lift 50-75 pounds regularly. Must have experience or learn how to use a pallet jack, forklift, etc.
- Deliver the collected material to a designated warehouse, and offload products safely.
- Make proactive efforts to maximize and optimize items collected and route processes.
- As Navigator, give turn by turn directions to the driver.
- Work with truck team members to complete log for each day's route.
- Keep the trucks clean inside and out.
- Drive the truck in a safe manner at all times, always wearing a safety belt.
- Follow all safety regulations and precautions.
- Report maintenance problems to the warehouse manager or supervisor.
- Perform recycling teardown and sorting tasks when not on truck duties. Perform other related work as required.



QUALIFICATIONS AND EXPERIENCE:

- Driver's License, with an acceptable driving record.
- Drug-free, with pre-employment and monthly drug testing.
- Availability to work long hours when needed and frequent Saturday events.
- Ability to lift heavy boxes and items (75-100 pounds).
- Ability to work and drive in all types of weather.
- Ability to use and understand GPS navigation.
- Support of and ability to reflect the values of Tech Dump: Teamwork, Respect, Responsibility, Commitment, and Hope.

Additional Position Information:

Pay Range: DOQ

Classification: Non-exempt, according to FLSA guidelines.

Physical Requirements: The trucking environment includes regular standing, walking, and lifting, use of PC, repetitive lifting of approximately 25#+.

Work Schedule: This is a full-time position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m.

Other: This position will include travel within the Twin Cities metro area for pick-ups at several locations. Occasional evening or weekend availability may be necessary.

This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.

Tech Dump is an equal opportunity employer.

Updated on 04/01/2020