

R3 De-Manufacturer/Driver

Under the direct supervision of Business Consultant, Associate Director for Supported Employment and/ or the Site Manager provides assistance in the implementation of the agency's recycling and reclamation initiative. In addition, the incumbent is responsible for serving as the agency liaison between the agency's recycling initiative and prospective clients during pick-up and drop-off of recycling materials.

Essential Functions:

- Maintains R3 truck by: Tracking and recording mileage, performing visual inspection, reporting any safety concerns to the transportation department, submitting an incident report the Associate Director or Site Manager, refueling and maintaining the cleanness of the vehicle after use.
- In the event of an incident report all matters to the Associate Director or Site manager
- Responsible for DE manufacturing and disassembling of electronic equipment by separating focus material, sorting, and placing into the correct storage area. Must be able to physically use pallet jacks, forklifts, R3 trucks, automated and semi-automated hoisting device (truck lifts) to compress collected recycles.
- Check road or weather conditions to determine route of choice prior to schedule events. Communicate issues of any delays, unsafe site, accidents, equipment breakdown or other concerns to the Associate Director, Site Manger or Business Consultant. Inspect trucks prior to beginning of routes to ensure safe operating condition. Refuel trucks and add fluids as required.
- Coordinates with the Recycling Coordinator regarding pick-up assignments, routes, and collection materials to ensure efficient and speedy pick-ups and drop-offs.
- Scan bins and obtain customer signature prior leaving site for all pick-up and drop-off materials. Upon arrival to the work site, trash unwanted materials, recycle material in the appropriate containers for disposal, and complete an equipment report.
- Develops and maintains positive and cooperative business relationships that foster recycling contracts, and ensures productive collection assignments.
- Maintain the cleanliness and security of the production area.
- Complete a daily equipment report to track all incoming and outgoing materials.
- Maintains the organization's image and philosophy through co-worker, clientele, the public, caregivers, and family contact.
- Completes and updates all DDA trainings. Attend all staff meeting and other necessary trainings that is required.

Education and Experience:

- High school diploma or equivalent preferred; Associate Degree desirable.
- Experienced driving pick-up truck and utilizing the forklift is required.
- Knowledge of the recycling processes.
- Excellent customer skills
- Ability to communicate effectively using verbal and written skills

Certificates and Licenses:

- Valid Maryland Driver's License.
- Certified in First Aid and CPR.
- DDA Mandatory training required by COMAR (provided by the agency)
- Valid Forklift Certification