

Electronics Recycling Technician

Classification: Nonexempt

FTE: 1.0; Full Time, 40 hours a week

Salary: \$12 - \$16 per hour based on experience

Reports to: Omaha Retail Manager

Position Creation Date: 3/29/2018

Apply by sending resume to info@motherboardrecycling.org

JOB DESCRIPTION

Objective

The Electronics Recycling Technician is primarily responsible for testing, repairing, preparing for resale, listing, managing inventory, packaging, and shipping of electronics deemed ready for reuse. Secondary responsibilities include assistance at the Data Sanitization Center for drop offs, pickups, sorting, materials movement, and data sanitization processes.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Completes work orders such as troubleshoot, repair, run anti-virus scans, transfer data files, and performs testing activities on various computer equipment, peripherals, data communication and computer network systems based on test criteria as established by policies and procedures or written test plans.
2. Maintains accurate records of test and reports results.
3. Use hardware and/or software to test, sanitize, or destroy data containing items such as hard drives from desktops, servers, and laptops.
4. Ensure that inventory is properly tracked through the entire process using inventory and production systems.
5. Responsible for e-commerce listings, item valuation, sales, customer service, inventory management, shipping, packaging, ordering needed supplies
6. Assist at Data Sanitization Center during drop offs, pickups, sorting, materials movement, and data sanitization as needed.
7. Provide computer and network support relating to internal software and hardware problems.
8. Maintains up-to-date knowledge of computer operating procedures and operating standards.
9. Follow procedures and compliance with R2 Certification
10. Contribute to process improvements

Competencies

1. Problem Solving/Analysis.
2. Technical Capability.
3. Initiative.
4. Communication Proficiency.
5. Organizational Skills.
6. Teamwork Orientation.
7. Time Management.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position works in a warehouse setting, with some outdoor exposure during the workday. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, and standard warehouse equipment such as hand trucks, box cutters and tape dispensers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

Occasional evening and weekend work may be required as job duties demand. This position is expected to be present during all retail hours, which are currently Monday through Saturday 10am to 2pm. The timing of the remaining hours is flexible and can be negotiated with supervisor.

Travel

No travel is expected for this position.

Required Education and Experience

1. High school diploma or GED
2. 1-3 years of Computer Technician experience

Preferred Education and Experience

1. Associates Degree (or higher) in computer related fields
2. CompTIA A+ certification

Additional Eligibility Qualifications

Due to the languages spoken by Motherboard's customers, preference is given to employees who are fluent writing and speaking Spanish and English.

Security Clearance

This position is an Access Employee (AE), responsible for securely handling items containing customer data. As such, background check and routine drug tests are required.

AAP/EEO Statement

Motherboard provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Motherboard complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Motherboard expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Motherboard's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____