



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 two locations in the Twin Cities.

TITLE: Special Projects Specialist

REPORTS TO: Interim Special Projects Coordinator

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

SUMMARY:

The Tech Dump Special Projects Specialist will work with the team in the processing of items that cannot be easily completed by our existing sort, teardown, material processor, or material handler staff. Coordinating projects will consist of determining the most efficient process, tools, staffing, and training to complete the task safely.

This position will contribute towards achieving outstanding performance results and enhance teamwork. They will work in collaboration with the team in support of broader organizational initiatives.

This position will require an understanding of Tech Dump processes, quality assurance experience, understanding of how to dismantle and sort electronics, experience in a warehouse setting and basic computer knowledge and usage.

ESSENTIAL ACCOUNTABILITIES:

- Be an important part of the special projects team, ensuring productive & safe employees.
- Quick problem solving to assist the team in determining the best course of action for a particular project.
- Feel comfortable in a dynamic and quickly changing environment.
- Able to learn quickly and properly sort various components into proper categories.
- Identify primary material, ensuring materials end up in a proper location.
- Track weights and other metrics to communicate progress to team and management.
- Identify and coordinate with the material handlers (delegate who transports materials in/out of the sorting area).
- Follow and enforce all safety & R2 regulations and precautions.



QUALIFICATIONS AND EXPERIENCE:

- Drug-free, with pre-employment drug testing.
- Supervisory experience
- Previous experience in electronics sorting, quality assurance in a warehouse setting.
- Availability to work frequent Saturday events from March-November.
- Ability to lift heavy boxes and items.
- Support of and ability to reflect the values of Tech Dump: Teamwork, Respect, Responsibility, Commitment, and Hope.

Additional Position Information:

- *Pay Range:* \$14 - \$17/hour
- *Vaccination Requirement:* Must be fully vaccinated or have completed your 1st dose **prior** to your start date.
- *Benefits:* Short-term Disability plan, 2 weeks of PTO, full 40-hour workweeks, paid holidays, and company apparel!
- *Classification:* Non-exempt, according to FLSA guidelines.
- *Physical Requirements:* The warehouse environment includes regular standing and lifting of approximately 50#, loud noises, fluorescent lighting, dusty areas.
- *Work Schedule:* This is a full-time position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m.
- *Other:* 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 03/02/2022