

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: Computer Repair Manager

REPORTS TO: Senior Director of ITAD Processing

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

SUMMARY:

This position provides oversight to the people and processes used by Tech Discounts to test, repair, and refurbish electronics equipment. The Computer Repair Manager will work closely with department leads to ensure the day to day efforts of staff align with the production goals and quality standards of the organization.

ESSENTIAL ACCOUNTABILITIES:

- Daily oversight and direction to the Test and Repair department (~70% of time):
 - Develop production schedules and goals that reflect the current needs and future goals of the organization.
 - Support department leads in their efforts to manage staff.
 - Ensure all material moving in and out of production is tracked and reported correctly.
 - Maintain inventory of essential parts and materials to keep production moving forward.
- Hiring and employee development (~15% of time):
 - Work with Human Resources staff to recruit, interview, select, and hire an appropriate number of employees.
 - Coach, mentor, and develop staff, including overseeing new employee onboarding.
 - Schedule ongoing technical training to ensure staff have the resources and knowledge necessary to effectively do their jobs.
 - Provide performance feedback through employee recognition and disciplinary action, with the assistance of Human Resources, when necessary.
 - Intentionally create a workplace culture that is consistent with the overall organization's guiding values of teamwork, respect, responsibility, commitment, and hope.
- Establishing a culture of safety, teamwork, and continuous improvement (~15% of time):
 - Work to continually improve processes and procedures to increase efficiency, quality of work, and quality of products.
 - Share proactive ideas and support efforts to continuously improve day-to-day operations.
 - Follow and enforce all safety and R2 regulations and precautions.
 - Report safety issues to the EHS Coordinator and assist in resolving.

QUALIFICATIONS AND EXPERIENCE:

- General understanding of consumer and business-grade electronics and their value.
- Strong leadership skills including ability to implement change, influence business strategies, and resolve conflict.
- Ability to adjust to multiple demands, shifting work priorities, ambiguity, adversity, and change.
- Outstanding interpersonal relationship building and employee coaching and development skills.
- Excellent organizational and multitasking skills, with strong attention to detail.
- Ability to sit/stand/ and be mobile for extended periods of time.
- Ability to lift and move up to 40lbs, utilizing appropriate equipment and safety techniques.
- Drug-free, with pre-employment and monthly drug testing.

Additional Position Information:

- *Pay Range:* \$52,000 - \$57,000/salary
- *Vaccination Requirement:* Must be fully vaccinated or have completed your 1st dose **prior** to your start date.
- *Benefits:* Full benefits package available after 60 days of employment including group health plan, employer HSA contribution, STD, LTD, and a retirement match. We also offer PTO, full 40-hour workweeks, paid holidays, and company apparel!
- *Classification:* Exempt, according to FLSA guidelines.
- *Physical Requirements:* The warehouse environment includes regular standing, walking, and sitting at a desk, use of a PC, and occasional lifting of approximately 10#.
- *Work Schedule:* Full-time (40 hrs/week) Hours: Monday - Friday 8:00 a.m. to 4:30 p.m.
- *Other:* This position may include occasional travel within the Twin Cities metro area for meetings 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 04/15/2022