

## Finger Lakes ReUse Inc. - Job Listing

**Job Title:** Transport Services Assistant

### POSITION SUMMARY:

Through Finger Lakes ReUse's shared values of positivity, resourcefulness, safety and respect, the Transport Services Assistant is responsible for handling, moving, and transporting reusable materials as a service to the community. Additionally, they provide support to the ReUse Centers, our Deconstruction crew and contribute to the general day to day maintenance of our facilities. The five key tasks of this position are:

1. Perform donation pick-ups and deliveries of sold merchandise, ensuring excellent donor and customer experiences.
2. Provide support in the movement, processing and stocking of donated materials in the ReUse Centers, particularly furniture and building materials.
3. Assist with the acceptance of material donations at our ReUse Centers.
4. Deconstruct buildings and their components, maximizing diversion of construction and demolition waste for reuse and recycling.
5. Contribute to general organizational day to day maintenance: custodial support, ice and snow removal, lawn, grounds and building maintenance and upkeep.

### REQUIRED QUALIFICATIONS:

- Demonstrated experience working and solving problems independently without direct supervision.
- Must possess and maintain a valid NYS Driver License and clean driving record, and have experience driving standard transmission.
- Demonstrated experience in utilizing caution and safe strategies when operating trucks, vehicles, and equipment.
- Ability to maintain safe practices in moving heavy materials while working alone or in a team.
- Ability to make decisions and communicate clear plans for moving materials while using appropriate moving tools and strategies preventing harm to self, others, or property.
- Ability to read and interpret documents such as safety rules, driving directions, email correspondence, operating and maintenance instructions, & policy and procedure manuals.
- Ability to fill out donation receipts and other required paperwork.
- Ability to communicate effectively in a positive manner with customers, staff, trainees and volunteers.
- Ability to solve practical problems and deal with variables in changing/non-standardized situations and conditions.
- Ability to regularly lift and move at least 75 pounds.
- Demonstrated experience in power and hand tool use.
- Minimum one year experience working with building materials, either in a construction, maintenance or retail setting.
- Minimum education not required.

### PREFERRED QUALIFICATIONS:

- Defensive driving course or CDL training course.
- Experience driving large vehicles, hauling trailers, transporting materials and loading and unloading safely.
- Experience in building deconstruction, construction and/or building maintenance.
- Knowledge of vehicle maintenance, safety, and upkeep.
- Experience working with diverse populations
- Knowledge of building materials, furniture, electronics, computers, household items, appliances, etc.
- Experience working in or with a reuse or recycling organization

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

### COMPENSATION:

Finger Lakes ReUse is a Tompkins County Certified Living Wage Employer and an Equal Opportunity Employer. Initial compensation is \$12 - \$15/hr based on experience. Finger Lakes ReUse offers competitive compensation, health benefits, flexible work policies, and a collaborative work environment. We provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires both professional and personal development.

### ABOUT US:

Finger Lakes ReUse is a 501(c)(3) non-profit organization with a triple-bottom mission to enhance community, economy and environment through reuse. We work to engage all people in reuse activities and to serve as a model organization for other communities, contributing to local poverty relief, waste reduction and providing meaningful work opportunities at all skill levels.

Finger Lakes ReUse operates two Community ReUse Centers in the Ithaca area: Triphammer ReUse Center at 2255 N Triphammer Rd and Ithaca ReUse Center at 214 Elmira Road. Both Centers feature quality household items, furniture, refurbished electronics and more at affordable prices. Purchases help support community programs including the ReSET job skills training program, eCenter computer refurbishment and repair program and the ReUse Community Fund, providing materials to local people facing crisis.

**Please email letter of interest and resume to:** [jobs@fingerlakesreuse.org](mailto:jobs@fingerlakesreuse.org) **or mail to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. Full job description available at <http://ithacareuse.org/employment/>

**APPLICATION CLOSING DATE:** Applications will be accepted until the positions are filled.



**Finger Lakes ReUse Inc.**  
**Staff Position Description – Responsibilities and Essential Functions**

*This job description is subject to change at any time*

<b>Job Title:</b> Transport Services Assistant	<b>Reports to:</b> Deputy Director <b>Supervisor(s):</b> Deputy Director, Manager-on-duty
<p><b><u>Material Donation Pick-up, Delivery &amp; Hauling</u></b></p> <ul style="list-style-type: none"> <li>• Perform material donation pick-ups and deliveries using excellent and safe driving skills</li> <li>• Ensure the safety and maintenance of FLR vehicle fleet by performing daily vehicle checks using the Daily Vehicle Inspection Form</li> <li>• Deliver excellent donor stewardship and customer service, responding when appropriate and acting as a spokesperson for the organization</li> <li>• Take inventory of pickup and other incoming donations, completing donation receipt for donor</li> <li>• Conduct regular hauling trips from deconstruction sites and ReUse Centers to redistribute materials to the local solid waste &amp; recycling transfer station, metal scrap yards, and other partners</li> </ul>	<b>50%</b>
<p><b><u>ReUse Center Support</u></b></p> <ul style="list-style-type: none"> <li>• Help maintain a professional and safe warehouse, store, processing area and lumberyard with best practices techniques and satisfied customers</li> <li>• Process, clean, measure and stock building materials</li> <li>• Assist customers in loading their purchases into their vehicles in a safe, careful and professional manner</li> <li>• Assist staff with the movement and processing of furniture and household items, including cleaning, vacuuming and stocking priced items under the supervision of appropriate Department Specialist or Manager-on-duty</li> <li>• Assist staff with retail display resets and constructing new display infrastructure</li> </ul>	<b>15%</b>
<p><b><u>Material Donation Acceptance</u></b></p> <ul style="list-style-type: none"> <li>• Staff Donation Drop Off at the Ithaca ReUse Center</li> <li>• Deliver excellent donor stewardship and customer service</li> <li>• Assist donors in unloading donations from their vehicles</li> <li>• Ensure all required donation paperwork and record keeping is maintained</li> <li>• Sort and stage materials according to Donation Drop Off procedures</li> <li>• Transport materials to Ithaca ReUse Center or into storage based on operational guidelines</li> </ul>	<b>15%</b>
<p><b><u>Deconstruction</u></b></p> <ul style="list-style-type: none"> <li>• Deconstruct and dismantle buildings and their components, maximizing reuse and recyclability of the materials</li> <li>• Safely use hand and power tools, including reciprocating and circular saws, drills/drivers, air compressor, generator and nail-kickers</li> <li>• Work safely at elevated heights using lifts, ladders, scaffolding and fall protection equipment</li> <li>• Clean and prepare projects sites; conduct end of day project clean up ensuring site safety, security and material protection</li> <li>• Process nailed lumber and other deconstructed materials according to operational procedures</li> <li>• Secure and maintain tools and equipment; on jobsites, keep tools secured in locked structure, job tool box or tool trailer; at ReUse Center, secure tools in designated deconstruction storage</li> <li>• Organize work activities for maximum efficiency and maintain strong work pace, ensuring project remains on schedule</li> </ul>	<b>10%</b>
<p><b><u>Custodial and Maintenance</u></b></p> <ul style="list-style-type: none"> <li>• Provide custodial services, snow and ice removal, landscaping, grounds and other basic building maintenance.</li> </ul>	<b>10%</b>
<p><b><u>Relational Skill</u></b></p> <ul style="list-style-type: none"> <li>• Appreciate and embrace diversity in all interactions with program participants, staff, volunteers and the public</li> <li>• Demonstrate commitment to the mission of Finger Lakes ReUse</li> </ul>	<b>Applies to all Duties</b>