

Finger Lakes ReUse Inc. - Summary and Qualifications

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.

