

Finger Lakes ReUse Inc.
Staff Position Description – Summary and Qualifications

Job Title: Deconstruction Coordinator

Reports to: Chief Operations Officer

POSITION SUMMARY:

Through Finger Lakes ReUse's shared values of safety, respect, and resourcefulness, the Deconstruction Coordinator coordinates, handles, moves, and transports reusable materials to serve the community, focusing on local building materials reuse efforts. Additionally, they support the ReUse Centers, our Deconstruction crew and contribute to the general maintenance of our facilities. The five key tasks of this position are:

- Coordinate with local contractors, developers, and nonprofit organizations on deconstruction efforts.
- Provide support in the movement, processing, valuing and merchandising of donated materials in the ReUse Centers and warehouses, particularly furniture and building materials.
- Coordinate the deconstruction of buildings and their components, maximizing diversion of construction and demolition waste for reuse and recycling, when a project is possible.
- Manage and coordinate warehouse facilities, including maintenance, safety reviews, and inventory.
- 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 communicating clearly and solving problems independently without direct supervision.
- Must possess and maintain a valid NYS Driver's 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 communicate effectively in a positive manner with customers, staff, trainees and volunteers.
- Ability to regularly lift and move at least 75 pounds.
- Demonstrated experience in power and hand tool use.
- Minimum 3 years 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, forklifts, 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
- Experience working in or with a reuse or recycling organization

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

COMPENSATION:

Compensation for this full-time position (35 hours/week) starts at \$19 - 23 per hour, with opportunities for advancement. Finger Lakes ReUse is a certified Living Wage Employer and an Equal Opportunity Employer. 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.

Finger Lakes ReUse has a strong commitment to principles of justice, equity, diversity and inclusion, actively encourages applications from members of underrepresented groups. Candidates who share our commitment to creating an inclusive community space are encouraged to apply.

About Us:

Finger Lakes ReUse is a charitable non-profit organization with a triple-bottom mission to enhance community, economy and environment through reuse. We work to engage diverse representation from the community 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 locations open daily to the public (the Triphammer ReUse MegaCenter – 2255 N Triphammer Rd and the Ithaca ReUse Center – 214 Elmira Rd).

Please email a letter of interest and resume to: jobs@fingerlakesreuse.org or mail to: Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. Applications available to fill out in-person at our locations.

Application Closing Date: Priority deadline of 1/05/24. Applications will be accepted until the positions are filled.