

SNBS Job Description – Deconstruction Associate

Job Title	Deconstruction Associate		
Work Location:	Extensive travel to job sites within a radius of the warehouse store	Work Shift:	Weekdays with flexibility for an occasional night or weekend
Classification:	Non-Exempt	Safety Sensitive Position?	Yes
Reports To:	Deconstruction Field Supervisor	Direct Reports:	None

Job Description: Under direct supervision, the Deconstruction Associate works to reclaim material from donors’ premises, such as cabinets, fixtures, and appliances, for resale in our stores. Key responsibilities are: 1) Dismantle and remove materials such as cabinets, fixtures, and appliances for a positive donor experience, and without injury or damage in donor premises. 2) Safely load, unload and deliver material to warehouse stores, without injury or damage to product. 3) Maintain vehicles and equipment per schedule, for safe operation and avoidance of break-downs. Deconstruction Associates interface extensively with other associates, materials acquisition management, and donors.

Job Responsibilities

Key Responsibilities:	Essential Tasks
Dismantle and remove materials from donor premises <i>80% of time</i>	<ul style="list-style-type: none"> • Determine route and safely drive truck between warehouse store and work sites, following traffic laws and wearing a safety belt when driving. • Participate in pre-job walk-through. Help answer any donor questions. Inform supervisor of any potential issues with materials or safety. • Perform assigned job tasks to dismantle and remove materials, such as cabinets, fixtures, and appliances, per SNBS guidelines and training. • Arrange and secure material in truck to minimize movement and potential damage. • Maintain a safe and clean job site while working. <ul style="list-style-type: none"> ○ wear all required or necessary Personal Protective Equipment (PPE). ○ do not use any equipment or tools improperly or use any that are not in good working order ○ place all tools and equipment that are not in use out of the way • Follow protocols to lift, move, loads and secure donated materials safely and carefully onto truck, wearing all required and necessary PPE • Inform the Deconstruction Field Supervisor immediately if anyone is injured or anything at the donors’ premises is damaged. • Clean-up work site and attend or conduct post-job walk-through when the job is completed. • Provide donation receipt and thank donors.
Deliver material to warehouse stores <i>10% of time</i>	<ul style="list-style-type: none"> • Drive truck safely between donor locations and warehouse stores, wearing a safety belt. • Carefully unload donated materials at warehouse store locations, following safe lifting protocols and using material handling equipment appropriately. • Assist with logging items into the inventory control system and putting out on the sales floor. • Provide copies of donor receipts to Store Personnel.
Maintain truck and equipment <i>10% of time</i>	<ul style="list-style-type: none"> • Complete the daily truck log, track mileage and turning in weekly. • Fuel the truck. • Perform daily inspection, cleaning, and maintenance of truck, per tasks identified in the daily maintenance checklist. • Follow preventative maintenance service schedule, working with management to have vehicles serviced per plan. • Maintain material handling equipment, tools and supplies keeping in good working condition. • Advise management of any issues or concerns with vehicle and equipment.
Other duties	<ul style="list-style-type: none"> • Follow SNBS operation and safety policies & procedures on the job. • Follow proper safety and incident reporting procedures if any incidents occur. • Maintain an awareness of and support store promotions or advertisements (such as coupons). • Attend required meetings, teambuilding, or other organization events. Maintain awareness of promotions and may support fundraising events. • Practice and promote conservation principles on the job and in the community.

Job Requirements

Education, Experience, Licenses required	<ul style="list-style-type: none"> • A High School diploma or equivalent. • 2- 3 years of experience in building construction, maintenance, remodeling, or home improvement preferred. May consider and train candidates with less experience but who meet physical requirements and have mechanical aptitude needed for the job. • A valid Arizona driver’s license with maintenance of a clean driving abstract required
Physical requirements / Equipment / Other certifications	<ul style="list-style-type: none"> • Ability to operate a large truck safely and follow all local and state traffic laws & regulations. • Able to lift, carry, push, and pull objects up to 75 pounds; use proper lifting/team lifting techniques. • Ability to spend up to 100% of working time standing, walking, and moving, including bending at the waist, crouching, kneeling, climbing, and reaching. • Ability or willingness to learn to operate material handling equipment (such as pallet jacks, dollies, and forklift), power tools, and material commonly used in construction work. (Forklift card preferred but can train)
Knowledge & Skills required	<ul style="list-style-type: none"> • English speaking, bilingual Spanish would be a plus but not required. • Knowledge of building construction, remodeling, or maintenance. • Knowledge and ability to follow applicable job site safety and basic first aid protocols. • Customer Service • Initiative / Self-Motivation • Flexibility / Multitasking • Teamwork / Collaboration • Interpersonal Communication • Basic Analysis / Problem Solving • Basic use of PC / POS Inventory Management System • Ability to learn, follow and transmit instructions, policies, and procedures • Ability to use GPS applications to search locations and prepare pick-up routes
Key Attributes for Success	<ul style="list-style-type: none"> • The ideal candidate is reliable, trustworthy, personable, and passionate about customer service and safety. He/she enjoys being busy completing projects, doesn’t mind the physical nature of the work, and is flexible to manage changes or issues and doing what is needed to help the team or customer. He/she also demonstrates care about the community and the environment.

Acknowledgment:

I have read and received a copy of this job description:

Employee Signature

Date

Manager Signature

Date