

## SNBS Job Description – Deconstruction Team Leader

Job Title	Deconstruction Team Leader		
Work Location:	Extensive travel to job sites within a radius of the warehouse store	Work Shift:	Weekdays with flexibility for occasional nights/weekends
Classification:	Non-Exempt	Safety Sensitive Position?	Yes
Reports To:	Deconstruction Field Supervisor	Direct Reports:	None, but supervises work of Associates

**Job Description:** Working under the management of the Deconstruction Field Supervisor, the Deconstruction Team Leader leads a crew to reclaim material from donors’ premises, such as cabinets, fixtures, and appliances, for resale in our stores. Key responsibilities are: 1) Supervise the deconstruction jobs as scheduled ensuring proper removal of all donated materials, excellent donor relations including pre-job confirmation telephone calls and complete and accurate donation receipt paperwork. 2) Supervise deconstruction associates on deconstruction job sites ensuring safety, excellent customer service, and positive employee relations. 3) Maintain deconstruction vehicle, tools and equipment to ensure a safe, clean and well working at all times. The Deconstruction Team Leader works extensively with Deconstruction Field Supervisor, Associates, Store Managers, and donors.

### Job Responsibilities

Key Responsibilities:	Essential Tasks
Supervise deconstruction jobs  <i>85 % of time</i>	<ul style="list-style-type: none"> <li>• Coordinate with the Deconstruction Field Supervisor on project schedule and locations.</li> <li>• Confirm deconstruction jobs with donor within 10-24 hours of deconstruction.</li> <li>• Drive truck safely to deconstruction project sites and warehouse stores, always wearing a safety belt when in vehicle and never using a cell phone while driving or at stop lights or stop signs.</li> <li>• Conduct a pre-job walk-through to assess the project, determine tasks to assign associates, answer donor questions, and advise if any materials cannot be removed or accepted.</li> <li>• Assign, supervise and assist in the work of dismantling and removing materials, such as cabinets, fixtures, and appliances.</li> <li>• Ensure associates are wearing required PPE and following SNBS procedures and guidelines.</li> <li>• Provide direction to ensure safety, quality, and performance to schedule.</li> <li>• Report any safety issues or accidents in a prompt fashion based on SNBS accident reporting procedure.</li> <li>• Supervise and help associates lift and move deconstructed material, carefully loading and unloading truck. Ensure protocols are followed for safe lifting and use of material handling equipment.</li> <li>• Ensure material is arranged and secured in truck to minimize movement and potential damage.</li> <li>• Supervise clean-up of premises and conduct post-job walk-through after the job is completed.</li> <li>• Provide detailed, legible and complete donation receipt for donor and store employees.</li> <li>• Advise Field Supervisor and help resolve issues such as equipment breakdowns, short staff.</li> <li>• Advise donors of changes or issues; effectively addressing their concerns.</li> </ul>
Supervise deconstruction associates  <i>10% of time</i>	<ul style="list-style-type: none"> <li>• Assist in the recruitment, hiring, and training of personnel.</li> <li>• Support the ongoing training of Deconstruction Associates on the team, ensuring they are following all SNBS safety and operational policies and procedures.</li> <li>• Communicate performance to Deconstruction Field Supervisor</li> <li>• Foster a team spirit and positive working environment.</li> <li>• Handle minor employee issues, inform Field Supervisor, and refer significant issues if needed.</li> <li>• Ensure customer service standards are met or exceeded on all deconstruction jobs.</li> </ul>
Maintain truck and equipment  <i>5% of time</i>	<ul style="list-style-type: none"> <li>• Maintain the truck to ensure proper working order at all times including the preventative maintenance schedule and checklist.</li> <li>• Keep inside and outside of vehicle clean</li> <li>• Maintain tools to be in proper working condition at all times.</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>• Assist in other facets of SNBS operations as needed, such as the annual store inventory.</li> <li>• Maintain relationships with local contractors, non-profits, and community organizations.</li> <li>• Attend SNBS meetings, teambuilding, or other organization events. Maintain an awareness of store promotions and advertisements and support fundraising events as needed.</li> <li>• Practice and promote conservation principles on the job and the community.</li> <li>• Any other duties as assigned by the Deconstruction Field Supervisor</li> </ul>

## Job Requirements

<p>Education, Experience &amp; Licenses</p>	<ul style="list-style-type: none"> <li>• A High School diploma or equivalent with a minimum of 3 years of construction, remodeling, building maintenance, or other related experience. Some supervisory experience preferred.</li> <li>• Alternately, a candidate who has less experience but has a related college degree will also be considered.</li> <li>• A valid Arizona driver's license with clean driving abstract is require</li> </ul>
<p>Physical Requirements / Equipment / Other Certifications</p>	<ul style="list-style-type: none"> <li>• Ability to operate a large truck safely and follow all local and state traffic laws &amp; regulations.</li> <li>• Able to lift, carry, push, and pull objects up to 75 pounds; use proper lifting/team lifting techniques.</li> <li>• Ability to spend up to 100% of working time standing, walking, and moving, including bending at the waist, crouching, kneeling, climbing, and reaching.</li> <li>• 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. (OSHA Forklift card preferred but can train)</li> </ul>
<p>Knowledge &amp; Skills</p>	<ul style="list-style-type: none"> <li>• English speaking; bilingual Spanish would be a plus but is not required</li> <li>• Knowledge of building construction, remodeling, or maintenance</li> <li>• Knowledge of job site safety practices and precautions, OSHA regulations, and first aid. CPR desired.</li> <li>• Customer Service / Customer Relationship Management</li> <li>• Communication</li> <li>• Planning, Organizing, and Delegating Work</li> <li>• Supervising for Results; ability to deliver clear written and verbal instructions</li> <li>• Problem Solving</li> <li>• Team / Employee Development</li> <li>• Initiative / Self-Motivation</li> <li>• Flexibility / Multitasking</li> <li>• Discipline</li> <li>• Ability to use of POS / Inventory Management systems, PC, and office software (calendar, email, documents)</li> <li>• Ability to learn new functions and make recommendations on new policies and procedures.</li> </ul>
<p>Key Attributes for Success</p>	<ul style="list-style-type: none"> <li>• The ideal candidate enjoys working with a variety of people, and demonstrates caring in their service to customers and in their training and coaching of employees. He/she is prompt, resourceful and maintains a calm and positive demeanor when working through changes or issues to ensure a positive customer experience. He/she also demonstrates care about their community and the environment.</li> </ul>

### Acknowledgment:

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date