

Motherboard

electronics recycling with a mission

JOB DESCRIPTION

Job Title:	Electronics Recycling Tech	Job Code:	8767
Job Grade:	N/A	FLSA:	Non-Exempt
Report to:	Project Manager	EEO-4/Job Family	3 – Technicians
Supervises:	None	Created/Revised:	March 2018
Ed/Exp:	HS / 3 YRS	Travel:	40% / Local / On-call
Lic/Cert:	MCP / CompTIA A+ certification	Environment:	Internal / External

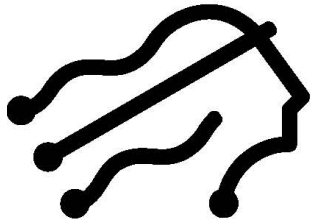
OBJECTIVE: To sort and dismantle electronics and related components for subsequent listing of products for sale at designated vendor web sites. To test and validate the operation of all products prior to posting for online sales. To conduct sales, customer service, inventory management, shipping, packaging, and ordering of supplies, as directed.

ESSENTIAL FUNCTIONS:

1. Sorts and dismantles electronics and related components for subsequent listing of products for sale at designated vendor web sites.
2. Tests and validates the operation of all products prior to posting for online sales.
3. Conduct sales, customer service, inventory management, shipping, packaging, and ordering of supplies, as directed.
4. Identifies and secures items for resale during client pickups and drop offs.
5. Manages data security on items designated for online sales.
6. Sorts and dismantles electronics and components.
7. Identifies electronics that have a value in the reuse market.
8. Uses custom software and hardware to test, sanitize or destroy hard drives from PCs, servers and laptops, including troubleshooting and quality control measures.
9. Palletize equipment, as required or requested.
10. Validates materials are properly tracked through the entire sales process using inventory and production systems.
11. Complies with RIOS/R2 Certification procedures and standards, and with other industry practices, as directed.
12. Establishes and maintains designated e-commerce web sites, as directed.
13. Adds, edits, and deletes content for websites, including product descriptions, photos and information, as directed.
14. Contributes to process improvements, as directed. 14. Perform other related duties, including special projects, as required or requested.

EDUCATION/EXPERIENCE: Education equivalent to graduation from high school is required. Education equivalent to completion of an Associate Arts/Science degree in computer science or education equivalent to completion of a Bachelor Arts/Science degree in computer science is desired; or the equivalent and validated proficiencies. Three-(3) or more years of related experience successfully performing electronics recycling, or equivalent.

SKILLS, KNOWLEDGE & ABILITIES: Demonstrated proficiency sorting and dismantling electronics and related components for subsequent listing of products for sale at designated vendor web sites. Demonstrated proficiency testing and validating the operation of all products prior to posting for online sales. Demonstrated proficiency conducting sales, customer service, inventory management, shipping, packaging, and ordering of supplies, as directed.



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Demonstrated proficiency identifying and securing items for resale during client pickups and drop offs. Demonstrated proficiency operating hand tools and power tools. Demonstrated thorough knowledge of Microsoft Office products. Demonstrated proficiency applying attention to detail and accuracy. Demonstrated proficiency working productively and successfully with management, staff and designed teams to achieve strategic business unit objectives. Demonstrated effective and diplomatic oral and written communication skills with all people, both internally and externally, in English. Demonstrated proficiency prioritizing daily tasks. Demonstrated proficiency and practice being self-motivated, multitasking, and successfully completing tasks with little direction. Demonstrated adherence to all established company policies, practices, standards, and operating procedures. Demonstrated adherence to all federal, state, and local laws and ordinances, and complying with designated industry certification standards and practices. Demonstrated thorough knowledge of electronics, IT operating systems and formats, and information technology. Demonstrated proficiency securing and validating compliance to all designated security requirements. Demonstrated knowledge of electrical distribution system theories, practices and procedures, including processing mathematical and other readout information. Demonstrated proficiency monitoring and collecting data, conducting research, and proficiency communicating data to peers and management.

LICENSURE/CERTIFICATION: A valid State of Nebraska "Class O" operators license is required. A valid State of Nebraska motor vehicle Commercial Drivers License (CDL) is desired. Microsoft Certified Professional (MCP) is desired. CompTIA A+ certification is desired.

PERFORMANCE REQUIREMENTS: Employee must comply with Motherboard's policies and procedures, including but not limited to: attendance including on-call requirements, harassment, EEO/AA, confidentiality, security, safety, conflict of interest, ethics, copyright and patent, and use of company equipment/products/services, etc.

PHYSICAL REQUIREMENTS: Character and scope of essential functions require frequent physical activity, consistent with Medium Work Classification (as described by ADA) for the majority of duties and responsibilities, and Heavy Work Classification (as Described by ADA). Work routinely includes brisk movement, sitting, seeing, hearing, repetitive motion, and routine lifting of equipment, supplies and materials weighing forty-(40) pounds or more. Demonstrated proficiency working in inclement environments, which might be unpleasantly hot, cold, or noisy. **Employee must comply with safety and security requirements, and wear Personal Protective Equipment (PPE) as requested or required.**