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## **Donations & Logistics Pickup Service Drivers**

**Job Summary:** The Pickup Service Drivers and Coordinators together are responsible for conducting pickups safely and efficiently, and for ensuring a high level of donor satisfaction. It's necessary to be self-motivating, able to work without direct supervision, and approach tasks with a proactive, problem solving attitude. At all times, all crew members must conduct themselves in a professional manner as a publicly visible and identifiable representative of Construction Junction

It is vital to acquire a complete familiarity with CJ's policy on materials in order to screen materials before accepting them at the pickup location. Drivers must have the ability to interact positively with donors even when declining items. Donors are both individuals and businesses.

The route for the day's pickups must be planned prior to leaving CJ. Trucks must leave and arrive punctually, and the crew is responsible for keeping both the donor and Donations & Logistics Manager informed of expected arrival time and any delays that arise. Correct equipment for the day's work must be loaded at the beginning of each day. All items must be loaded securely and safely.

Trucks must be driven and parked safely and legally at all times. Before end of shift, trucks must be cleaned out, and equipment and keys must be stored appropriately, and devices put on charge ready for the next day's work.

### **Qualifications, Experience & Skills:**

#### **Required:**

- Ability to pass and maintain Forklift Operator Certification (certification training provided by CJ)
- High School Diploma or equivalent.
- Valid PA Driver's license (a CDL is **not** required).
- Excellent teamwork, problem solving and customer service skills, the ability to maintain composure under pressure, and experience handling difficult people and/or situations.
- Ability to work on own initiative maintaining excellent efficiency.
- Ability to meet the physical demands of the position, below.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Demonstrated commitment to environmental protection, and to our wider community engagement goals.
- Offer of employment and continuing employment for this position are contingent on job-specific and general workplace screening policy including but not limited to: random drug and alcohol testing; pre-employment and annual motor vehicle record check showing no major infractions; pre-employment background check; obtaining and maintaining a valid PA Department of Transport physical card. Expenses related to policy and screening practices are covered by Construction Junction.

#### **Preferred**

- Demonstrated experience driving a 20 ft or larger box truck safely
- Some knowledge of building materials.

**Physical Demands:**

This position requires intense manual labor and repeated heavy lifting of items upward of 80lbs. The position can involve walking up to several miles a day on all kinds of surfaces in a hot/cold/wet/dirty environment. This is a very physical job that requires constant communication, team work, safe practices and the ability to provide excellent customer service while doing so.

Throughout each working day in order to perform the duties of this job it is essential:

- to be able to obtain and maintain valid PA Department of Transport physical card;
- to be able to work in a hot/cold/wet/dirty environment; and
- to be able to stand; walk; sit; bend; reach up; use hands to finger, handle, grasp, or feel; reach with hands and arms; and
- to be able to talk and hear; and
- to be able to use close vision, distance vision, color vision, peripheral vision and depth perception; and
- to be able to work seated at times; and
- to be able to sustain continual movement with lifting/conveying items repeatedly during the working day on various surfaces; and
- to have flexibility for bending and reaching for the duration of the working day; and
- to be able to use a computer with keyboard and mouse, and a tablet computer with touch screen and/or keyboard and mouse, and a walkie-talkie, and cell phones, and both cordless and corded landline phones; and
- to be able to use both hands and digits for multiple tasks including typing; and
- to be capable of repeated heavy lifting of items upward of 80 pounds for the duration of the working day, and
- to be able to provide excellent customer service in hot/cold/wet/dirty environment.

This position is subject to weather conditions comparable to those of an outdoor worker.

Candidates may be asked to undergo or provide evidence of a physical ability, hearing, or vision test in the interest of safety.

**Work Environment:** While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; large temperature variations; and moving mechanical parts. The employee will primarily be working in a warehouse type environment. The noise level in the work environment is usually moderate.

*This is a job overview, it is not a full job description.*