



The Arc of Central Alabama: Job Posting

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| Job Title: RecyclABILITY Driver | Job Code: |
| Department: RecyclABILITY | FLSA Status: Non-Exempt |
| Reports to: RecyclABILITY Sales Manager | |
| Work Schedule: Full-time, Mon-Fri- 7:30am-4:00pm; OT as Needed | |

Job Duties:

- Drive to/from scheduled shred truck jobs as assigned daily to their vehicle
- Transport consoles containing documents for secure shredding
- Support and train The Arc individuals who work the truck
- Represent the Arc's RecyclABILITY program to customers in a professional manner, relaying any issues or comments to the appropriate person on RecyclABILITY team
- Monitor vehicle, report any issues, and keep up with maintenance of those vehicles
- Complete pick up tickets at each shredding job
- Process credit card payments for shredding when applicable
- Support and supply sales leads
- Help execute program events; support marketing efforts for the program
- Perform other duties as assigned

Knowledge, Skills and Abilities Required:

- Must have a high school diploma or GED
- Class B CDL required; CDL training required
- Must have valid driver's license and be insurable by agency's insurance
- High energy level, comfortable performing multifaceted projects in conjunction with day to day activities alongside people with intellectual and developmental disabilities
- Must be well organized, dependable, efficient and detail oriented
- Must have great customer service skills
- Must be able to interact with people of all ages and cultural backgrounds
- Must be able to work independently and as part of a team

Physical Requirements:

- Frequent driving, standing; walking; hand dexterity; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; speaking and listening both near and far distances; occasion sitting required
- Frequent lifting and/or moving more than 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception

Apply online at www.arcofcentralalabama.org/about/careers/ or in person.

Blount County 615 Fairgrounds Ave; Oneonta, AL 35121

Jefferson County 5348 Oporto Madrid Blvd South; Birmingham, AL 35210