



THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE

Job Title: RecyclAbility Driver	Job Code: RTD4909172020
Department: RecyclAbility	FLSA Status: Non-Exempt
Reports to: RecyclAbility Sales Manager	
Work Schedule: Fulltime Day 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
- 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
- Class A CDL preferred; CDL training required
- Must have driver's license and a good driving record; must be insurable by agency insurance
- High energy level, comfortable performing multifaceted projects in conjunction with day to day activities with individuals with intellectual disabilities
- Must be resourceful, well organized, highly dependable, efficient and detailed 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 apply in person at 5348 Oporto Madrid Blvd South; Birmingham, AL 35210

EOE/M/F/Vet/Disabled