

Shimar Recycling

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Commercial Recycling Route Driver/Leader.

General Overview: To provide recycling collections to commercial establishments using 24' or 26' box truck not requiring a CDL. The majority of collections are picking up recyclables from inside customers offices or buildings. In addition, you are responsible for processing your own truck and completing all necessary paperwork for the day. There will be times that you will be required to serve not as a lead driver but as an assistant and to work in the warehouse as some of the route is building, but the goal is for you to be a lead route driver primarily.

Typical Work Week hours:

M-F: 7:30/8:00am -3:30/4:00PM. Occasional Saturday, on average once a quarter to assist at Shredding Events.

We provide:

- A competitive salary, commiserate on experience.
- Company Paid Medical, dental and vision coverage with \$0 - small amount of employee paid premiums.
- Company Paid Life Insurance
- Company Paid Short-term and long-term disability.
- Simple IRA Retirement with match
- Bonuses
- Perks

Qualifications, experience and education requirements:

- High School Diploma or equivalent
- At least one year experience working as a full –time truck driver driving similar size box truck.
- To maintain a valid driver's license and to have no more than 3 pts. on your driving record.
- Successful completion of a clean background and drug testing is required pre-employment and maintenance will be essential to continued employment. All employees participate in a on going Drug Free Workplace program that consists of post-accident and random testing.
- To demonstrate accurate volume estimation skills for materials collected.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- To have customer service experience and to be able to demonstrate good customer service skills.
- To safely execute the daily routes assigned to you in the time frame expected, per our protocols and training instructions.
- To demonstrate adequate memory to learn your route such as can describe: the customer's name, the location of the office with an address or physical landmarks, the location of containers inside the service, types of materials collected from each customer and the # of containers supposed to be at each collection.
- To be able to learn and educate others about recycling and our secure shredding operations.

- Follow all DOT Regulations applicable to your Truck and License.
- Daily fill out a Vehicle Inspection report and to inform the proper personnel of any safety issues with the vehicles or with other job operations.
- Keep your vehicles clean daily.
- To be comfortable working alone and in a team environment.
- To provide training, guidance and oversight to assistants and temporary help.
- To adhere to Shimar Safety Policy and Rules.
- To be able to make accurate volume estimations of what each customer recycles during every collection for each material and to report it on the route sheets daily.
- To completely process paperwork every day according to our direction.
- To adhere to all security rules and regulations in regard to the handling of confidential materials.
- To drive a sit-down forklift.
- To sort recyclables per our requirements
- To respond to reasonable requests made by, supervisor or owner that fall within your job duties and sometimes outside of your regular job duties.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must be able to lift up to 75 lbs. consistently throughout the workday, be able to walk long distances and be able to push/pull up to 300 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Policy

Every employee is encouraged to contribute to a workplace that is free from unlawful discrimination and harassment, demonstrate respect and celebrate diversity, and strive to build a more inclusive work environment.

Capability and merit are the basic criteria for employment and the basic criteria for promotion of all employees.

Equal opportunity shall be assured in hiring, promotion, retention, training, and other personnel matters regarding all employees without regard to race, color, creed, national origin, sexual orientation, gender identity, age, or handicap.

Discrimination against any individual for the above reasons is specifically prohibited, except where sex, age, or no handicap is a bona fide occupational qualification.

The Company shall affect its policy of equal employment opportunity through a positive and continuing affirmative action program.