

Shimar Recycling

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Job Description and Requirements

Position: CDL Driver/Route Leader

Training Pay typically: 13.50 /hour After Training 1-3 mo: CDL \$14.50/hour Eligible for another \$.50 increase before end of 1st year based on performance.

General Overview: To provide recycling collections or onsite shredding services to commercial establishments using 24' or 26' box truck not requiring a CDL, shredding truck or a rear loader. Some stops will be outside but many are inside offices and have multiple collection locations throughout offices. Once all stops are completed throughout the day you will be responsible for processing your truck and completing all necessary paperwork for the day.

Typical Work Week hours:

Monday, Tuesday, Thursday: 7:30-3:30 or when the job is done

Wednesday: start 6-7 am until job is done, 12-3 depending on the day

Friday: Can anytime between 5 and 7. Day will end 2-4 pm depending on the day.

We provide:

1. A competitive salary, commiserate on experience.
2. Benefits:
 - Company Paid Medical, dental and vision coverage
 - Company Paid Life Insurance
 - Company Paid Short-term and long-term disability
 - Simple IRA Retirement
 - Bonuses

General Requirements and Responsibilities:

1. Class B Driver's License with no more than 3 points.
2. Must be 21 year of age.
3. High School Diploma or equivalent
4. At least one year experience working as a full –time truck driver of similar trucks that we use.
5. To have and maintain a good driving record.
6. To have and maintain a clean criminal background absolutely no felonies, no misdemeanor's related to larceny or B&E.
7. To pass drug tests, pre-employment, post-accident and randoms
8. To have a good driver safety record
9. Do not overload the truck beyond the vehicle weight capacity
10. Be mindful of the truck height when passing under bridges.
11. To have customer service experience and to be able to demonstrate good customer service skills
12. A Good memory and thus able to learn your route inside out: location of office, location of containers, types of materials picked for each customer, # of containers supposed to be at each collection, contact person for location.
13. To be able to learn and educate others about recycling and our secure shredding operations.

14. Follow all DOT Regulations.
15. To be in good physical condition such that you can lift up to 75 lbs frequently throughout a day and to be able to push and pull up to 300lbs consistently. .
16. To keep your vehicles clean and to inform the proper personnel of any safety issues with the vehicles or with other job operations.
17. To be comfortable working alone and in a team environment.
18. To provide training and guidance to assistants and temporary help.
19. To adhere to Shimar Safety Policy and Rules.
20. To be able to estimate percentage weights in order to fill out route sheets accurately.
21. To completely process paperwork every day according to our direction.
22. To adhere to all security rules and regulations in regards to the handling of confidential materials.
23. To drive a sit down forklift
24. To respond to reasonable requests made by, supervisor or owner that fall within your job duties and sometimes outside of your regular job duties.

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.