

REPOWERED

Fair chances for people, planet, and technology.

POSITION DESCRIPTION

Repowered, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling (Repowered) and refurbishing (Repowered) electronics at two locations in the Twin Cities.

TITLE: Electronics Technician (Audio Equipment, Smartphones, Tablets, Televisions, & More)

REPORTS TO: Electronics Technician Lead

LOCATION: Tech Dump HQ, 860 Vandalia Street, Saint Paul MN 55114

SUMMARY:

Providing quality and efficient repairs on devices such as electronic equipment and devices. Complete exceptional work to create a positive customer experience.

ESSENTIAL ACCOUNTABILITIES:

- Testing and Refurbishing - Test all products using the proper testing procedure. Refurbish or replace parts.
- Familiarity with various electronic devices such as tablets, cell phones, networking equipment, audio equipment and televisions.
- Maintain adequate workflow to meet daily goals
- Communication with Resale Channels and Production - identify items that have value and items that we may not be saving. Provide feedback on the quality of material and any issues that arise from the sorting of the items.
- Communication with Warehouse Coordinator (WC) - When material is running out, communicate with the WC prior to material running out to allow time for WC to pick and move material into your area. If any specifics are needed such as a specific skid are needed, please communicate that otherwise it will be first in, first out. WC will support your material needs.
- Identify parts that can be kept for in-house refurbishing and resale. Organize area for parts being stored.
- Organization - all parts, cords, and connectors should be organized in their respected areas. Do not allow clutter to build up.
- Create a functional work area. Make the area your own. If a layout change is needed, discuss with Sales Manager or General Manager.
- Inventory - Accurately input descriptions of electronics into inventory software along with proper labeling of the electronics. Ensure descriptions are accurate.
- Sweep floor in testing area. Clean area and put away any tools at the end of the day.

QUALIFICATIONS AND EXPERIENCE:

- Drug free, with pre-employment and monthly drug testing.
- Previous experience in troubleshooting/repairing various electronic devices.
- Able to learn and expand knowledge of repair items and capable of performing quality repair services.
- Support of and ability to reflect the values of Repowered: Teamwork, Respect, Responsibility, Commitment, and Hope.
- Excellent organizational and multitasking skills, with a strong attention to detail.
- Ability to sit/stand/ and be mobile for extended periods of time.
- Ability to lift and move up to 40 lbs, utilizing appropriate equipment and safety techniques.

Additional Position Information:

- *Pay Range:* \$17-\$19 per hour
- *Vaccination Requirement:* Must be fully vaccinated or have completed your 1st dose **prior** to your start date.
- *Benefits:* Full benefits package available after 60 days of employment including group health plan, employer HSA contribution, STD, LTD, and a retirement match. We also offer PTO, full 40-hour workweeks, paid holidays, and company apparel!
- *Classification:* Non-exempt, according to FLSA guidelines.
- *Physical Requirements:* The warehouse environment includes regular standing, walking, and sitting at a desk, use of PC, lifting of approximately 25#, loud noises.
- *Work Schedule:* This is a full-time position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m.
- *Other:* This position may include occasional travel within the Twin Cities metro area for meetings at several locations. Occasional evening or weekend availability may be necessary.

This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.

Repowered is an equal opportunity employer.

Updated on 10/05/2022