



CIVICORPS PAID TRAINING OPPORTUNITY

TRAINING POSITION: Recycling Intern Driver

DEPARTMENT: Recycling

REPORTS TO: Recycling Operations Manager

FLSA STATUS: EXEMPT

COMPENSATION: Starting--\$15.23/hour with increases up to \$18.23 through the program.

The Civicorps Recycling Program offers truck driving training leading to a Class B license. The Recycling Intern Driver will work in Civicorps' Recycling Social Enterprise which provides recycling collection services to small businesses, commercial operations and institutions in Oakland and other parts of the East Bay.

The minimum requirements for entering the program are a HS Diploma or GED, a Class C driver's license with a clean DMV record and the ability to pass drug testing. All applicants must be between the ages of 18-26.

The length of the training internship is one year which is renewable up to three years total. During the internship, the trainee will be receiving driver's training on Class C and Class B vehicles in preparation to take the Class B written and driving skills test. Civicorps will assist with job placement after the intern gains their Class B license and fulfills the required two years driving experience. The intern will be eligible to apply for available Teamster apprentice positions and non-union other jobs upon completion of the training.

The Recycling Intern Driver will be trained in the skills to complete daily routes, safety and operation inspections of vehicles and other equipment, safe work practices, information tracking, as well as information about various types of recycling including paper, bottle and cans, metals and e-waste.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates vehicle in accordance with Civicorps, and DOT (Department of Transportation) requirements as well as all other local, state and federal laws.
- Performs pre- and post-trip inspections of assigned vehicle and documents checks utilizing the standard Driver Vehicle Inspection report (DVIR).
- Completely pick up all recyclables and leaves the customer's location clean and free of any debris.
- Follows route assignments as directed and completes and may be asked to assist other drivers to meet customer needs.
- Periodically performs routine maintenance on recycling bins in the field
- Constructs recycling bins at Civicorps Shop, and
- Participates in other projects as assigned, including E-waste collection and events about recycling, community service projects, and recycling collection data aggregation.

MINIMUM QUALIFICATIONS

- Age 18-26 and have a High School Diploma or GED
- Class C license with clean DMV record
- Able to pass a drug test 30 days after start date and stay clean during employment at Civicorps.



CIVICORPS PAID TRAINING OPPORTUNITY

- Computer skills and ability to use electronic hardware and software
- Interpersonal and communications skills necessary to establish and maintain effective working relationships with a wide range of members of the public
- Time management skills and ability to work efficiently and work independently

WORK ENVIRONMENT AND REQUIREMENTS

This is an outdoor physically demanding position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The employee is frequently required to enter and exit the vehicle several times a day to collect recycling material. Intermittently twist to reach equipment surrounding and climbing ladder to flat bed truck. The employee is required to walk; use hands to operate objects, tools, or controls. Also, the employee may lift up to 50 lbs, pull up to 150 lbs, reach with hands and arms, and perform simple grasping and fine manipulation. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTICE: The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required. Other duties and/or projects may be assigned as needed.

Civicorps is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration.

If interested, please complete a simple questionnaire at the following link:
<http://www.civicorpsrecycling.org/internship-questionnaire/> and someone from Civicorps will contact you.