



PC Disassembly Worker

Department: Recycling	Job Status: Part Time
FLSA Status: Non-Exempt	Reports To: E-Cycling Assistant Manager
Grade/Level: 1	Amount of Travel Required: No travel required
Work Schedule: 5 Days a Week, may include weekends.	Positions Supervised: None

POSITION SUMMARY

Disassembles PCs by removing parts, sorts parts and places them in assigned containers.

ESSENTIAL FUNCTIONS

- ◆ Removes parts from computer tower, such as memory cards and hard-drives.
- ◆ Sorts computer parts in the provided bins.
- ◆ Removes full bins into large container or appropriate location.
- ◆ Maintains area clear and observes safety at all times.
- ◆ Moves computer shells into carts and moves carts to the designated areas.
- ◆ Maintains count of removed components using a manual tracking system.
- ◆ Performs other duties as assigned or directed.

POSITION QUALIFICATIONS

Competency Statement(s)

- ◆ Accountability - Ability to accept responsibility and account for his/her actions.
- ◆ Accurate - Ability to perform work accurately and thoroughly.
- ◆ Communication, Oral - Ability to communicate effectively with others using the spoken word.
- ◆ Energetic - Ability to work at a sustained pace and produce quality work.
- ◆ Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- ◆ Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- ◆ Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- ◆ Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- ◆ Reliability - The trait of being dependable and trustworthy.

Education

High School Graduate or General Education Degree (GED)

Experience

No prior experience necessary

SKILLS & ABILITIES

Computer Skills

None.

Certificates & Licenses

None

Other Requirements

Some experience using manual tools such as screwdriver helpful but not necessary.

PHYSICAL DEMANDS

Physical Abilities

		Lift /Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	F (Frequently)
Sit	F (Frequently)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)		
Crawl	N (Not Applicable)		
Squat or Kneel	O (Occasionally)		
Bend	F (Frequently)		

Push / Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	O (Occasionally)
41-100 lbs	O (Occasionally)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Ability to wear Personal Protective Equipment (PPE) (Goggles, gloves.)

WORK ENVIRONMENT

Works in a warehouse type of environment that can be very dusty and noisy at times. It may also be hot during summer months.

Prepared by : _____ Date: _____

Approval Signature: _____ Date: _____

Approval: _____

Approval: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.