

Technology Refurbishment Technician II

Job Description

Department:	Technology Refurbishment	FLSA Status:	Non-exempt
Reports To:	Manager of Technology Refurbishment	Physical Strength:	Moderate
Salary:	\$18.50/hour	Class:	Union

Summary

This position is responsible for exercising compliance with industry entities that dictate data security protocol, repairs and refurbishment best practices, and continuous improvement methodology by performing the following duties.

Essential Duties

1. Identifies a wide variety of both data bearing and non-data bearing devices and determining viability of reuse for those items.
2. Coordinates and communicates with team members, management, and other departments to guide flow of incoming and outgoing devices and stock production, programs, and sales areas with needed hardware and components.
3. Removes and secures data bearing devices, wiping them to industry standards for reuse or destroying them to ensure data will not be recovered.
4. Evaluates, prepares, cleans, tests, troubleshoots, repairs and refurbishes a variety of technology.

Job Duties

- Trains, schedules, and motivates volunteers and interns, as applicable.
- Removes and secures data bearing devices, wiping them to industry standards for reuse or destroying them to ensure data will not be recovered.
- Compiles data security standards including NIST requirements and NAID membership standards.
- Identifies a wide variety of both data bearing and non-data bearing devices and determining viability of reuse for those items.
- Assists in troubleshooting and maintaining the technical infrastructure in production areas.
- Coordinates and communicates with team members, management, and other departments to guide flow of incoming and outgoing devices and stock production, programs, and sales areas with needed hardware and components.
- Evaluates, prepares, cleans, tests, troubleshoots, repairs and refurbishes a variety of technology.
- Assists in research and development of new processes as technology evolves.
- Improves technical skills, knowledge and competence through reading industry journals, e-learning and requesting training.
- Documents daily productivity, assists in area labeling and organization, and participates in inventory control.
- Keeps work areas clean and organized.
- Monitors compliance of workflow and inventory with quality control protocols.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.

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- Respectfully takes direction from Manager of Technology Refurbishment.
- Other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education & Experience

No prior experience or training. One to two year(s) related experience and/or training or equivalent combination of education and experience.

Certificates, Licenses and/or Registrations

This position does not require any certificates, licenses and/or registrations.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands and fingers to type or dial, and exposed to fumes or airborne particles. The employee is regularly required to reach with hands and arms, talk or hear, and exposed to risk of electrical shock. The employee is occasionally required to sit, stoop, kneel, crouch or crawl, talk or hear, taste or smell, and exposed to work near moving mechanical parts, work with explosives.

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The employee must frequently lift and/or move up to 50 pounds and occasionally lift up to 100 pounds. This position requires frequent computer use. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.

This position does not require travel.

Employee Signature: _____ **Date:** _____

Employer Representative: _____ **Date:** _____