



Partner Information Packet

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Building Information

- **Address:** 1910 MacArthur Blvd NW, Atlanta, GA 30318
- **General info:**
 - 1 floor building
 - Open concept, high ceilings.
 - Small office spaces in the building
 - Office space for leadership/HR/Secretaries
 - Break area
 - microwaves
 - vending machines
 - refrigerators
 - Table and chairs to eat
 - Coffee
 - Smoking area outside
 - Outdoor break area
 - Supportive culture
 - Peak season is from the 1st week of March to end of October

Job Description

Teardown Technician



Why Apto? Competitive Compensation and Benefits:

- Competitive pay
- 401k Plan with matching contributions
- Medical benefits including dental & vision
- Life and Disability Insurance
- 8 paid holidays per year
- 120 hours paid time off in first year

Why Apto? Other Company Benefits:

- Company mission is to help customers become more sustainable
- Culture encourages new ideas and recognition
- Cross-training across multiple departments
- Diverse team members

Tear Down Technician Qualifications:

- Basic knowledge of use and safety of power and hand tools
- Ability to lift 40 pounds without assistance repetitively, work in extreme weather conditions, and stand for long periods
- Effective verbal/written communication, organizational skills, ability to prioritize in a constantly changing workload. Interpersonal skills and ability to work as part of a team.
- Able to use sound judgment in determining priorities and if support of other internal groups or supervision is needed to prevent any issues and achieve the best results

- Ability to learn and use a Warehouse Management System
- MS Office suite proficiency
- Education – High school diploma or equivalent

Tear Down Technician Responsibilities:

- Maintain inventory of various electronic assets - including inputting, tracking, updating and resolving any issues in Apto's proprietary inventory management system
- Wear and maintain Personal Protective Equipment
- Maintain work areas following 5S principles
- Make decisions based on asset identification (tech. relevance/generation, damages, internal components) in order to make determinations for the disposition of assets.
- Maintaining technical skills through participation and ongoing training

About Apto:

Apto Solutions' holistic approach to IT Asset Disposition services include processing, data security, asset management, project management, repair, refurbishment, resale, recycling, valuations, and workflow management. With a balanced focus on financial, environmental, and social responsibility, Apto serves clients looking to improve their "triple bottom line" of profit, people, and planet. Since 2001, Apto has demonstrated a strong track record of performance for technology manufacturers, global Fortune 500, financial institutions, and data center providers.

Our core values

- We value honesty & integrity in all dealings from employees to our customers
- We respect each other as well as our clients. We believe that individuals who are treated with respect respond by giving their best
- We adapt to the changing needs of our clients
- We provide superior service through acknowledgement & responsiveness. We're customer driven with a sense of urgency
- We deliver on our commitments so our customers can deliver on their commitments
- We possess a sense of ownership. We treat the company's and client's assets as if they were our own
- We encourage each other to create innovative ideas
- We appreciate our customers and ourselves

Link to Video of Teardown Position

- **Position – Teardown Technician**

<https://www.youtube.com/watch?v=5qlh-ED0V-Q>

Helpful Information for the Position

- All full-time Positions but may consider splitting shifts
- flexible with accommodations
- Starting pay \$13.00/hour
- Need to be at least 18 years old
- Only first shift: 6:00 AM – 3:00 PM
 - Can be flexible to start up to 7:00 AM
 - Volume driven
- Cross Functionality
 - Entry level – try to do the same position until comfortable to learn another position
- Tools used for teardown
 - Air guns
 - Electric screwdrivers
 - Sometimes will need
 - Pry bar
 - Hammer
 - Wire cutters
 - Anything necessary to take apart order
- Key Skills and characteristics:
 - Ability to identify a computer, server, monitor/TV, router, phone...
 - Basic knowledge of computers and computer parts
 - Ability to identify components of a computer like the hard drive, memory and CPU
 - Ability to read at a basic level
 - Want to work
 - Productive
 - Keep up with the pace
 - Good attendance
 - Punctual
- Evaluation/Review
 - Work closely with a supervisor or mentor for the first week or 2
 - 90-day probation period
 - Annual reviews
- Physical Requirements
 - Lift up to 40lbs
 - Able to be on feet for most of the shift
 - Standing or mobile for most of the shift
- Production goals by assets processed
 - Different asset goal for each department
- Attire/PPE
 - Gloves – cut gloves and sleeve
 - Steel toe or composite toe shoes
 - Safety Glasses
 - Everything is provided except for the steel toes

- Environment conditions
 - Unconditioned
 - warmer in summer and cooler in winter
 - fans running in summer
 - Large, open shop floor
 - Fluorescent lights (somewhat bright)
 - Tall ceilings (30+ feet)
 - 1 Large fan on Ceiling
 - Smaller fans out on floor
 - Constant light background noise
 - Fans and hum of machines
 - Noise from pneumatic tools
- Drug testing/Background check
- Prior work experience preferred but not necessary
- 1 paid break (15 minutes) and a 1 hour un-paid lunch
- Smoking is allowed in designated areas outside
- Time clock check in
- Helpful, supportive culture

Preferred Application Processes

Position Title:

- Teardown Technician

Online Application Quick Reference Guide:

1. Open a browser and navigate to <https://aptosolutionsinc.easyapply.co/>
2. Enter “30318” in the “City, State or ZIP code” field and then press the green search button.
3. Find the “Teardown Technician” position (position of focus for the pilot) or a position that you are interested in and click “Apply.”
4. On the right-hand side of the screen will be an application box where you can upload your resume and enter in your email address
5. Click the green “Apply Now” button
6. **After applying for the position:**
 - Email Bill Emmett, with JEC, at bill@jamesemmettandcompany.com with the candidate’s name and position applied for
 - This will signify that the candidate is part of the initiative, help to ensure the application gets reviewed and allow us to provide any feedback

Interviewing Process

- Online application process:

- Quick phone screen
 - Schedule email
- Face-to-face interview
 - Job coaches are welcome
 - Want candidate to be comfortable
 - 1 hour or more
 - Take a tour of the workplace
 - Get applicants feedback
 - Very informal
 - Ask questions to get candidates to open up and talk, have a conversation

On the Job Training

Training:

- 1 to 2 weeks of on-the-job training
 - Hands on
 - Work closely with a supervisor or mentor for the first week

Transportation Options

1. Public City Bus
 - The closest bus stop is about a 5-minute walk away
 - Walking path next to building to main boulevard where busses run
2. Uber/Lyft
 - More and more clients are using this as an option. The Division of Vocational Rehabilitation provides support for this in some areas
3. Personal Transportation

Culture

- Very Supportive Culture
 - Helpful team members
 - Positive work attitude

Dress Code

Team Members are expected to dress in an appropriate and acceptable manner which will allow them to work safely and not distract other Team Members.

Clothing choices should be clean, neat and well-fitted (i.e. not tight, sagging, or inappropriately short).

Steel toe or composite toed shoes are required.

Safety Glasses required (provided).

Cut gloves and sleeves are required and provided.