

Classification Specification: Mover

Classification Number: 53832
Effective Date: 04/04/2014

Pay Grade: 23
Current Exemption Status: Nonexempt

Position Summary

Moves or transports furniture, rental orders, equipment, and cargo from one place to another. Loads and unloads items and materials utilizing forklifts and dollies.

Essential/Primary Duties

- Loads items for transport.
- Transports items from pickup to drop off.
- Unloads items upon delivery.
- Operates vehicles and forklifts.
- Directs transporting work of other movers.
- Checks on future jobs.

Experience and Education

Experience

- Three months related experience required

Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Heavy work: frequently working in difficult work positions and/or with physical demands such as continuously lifting/moving materials greater than 50 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to communicate clearly verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to operate heavy equipment
- Knowledge of basic computer skills
- Ability to operate computers and peripheral equipment such as printers and/or tape and disk drives
- Other: Ability to assemble and disassemble various types of office furniture

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.