Classification Specification: Mover

Classification Number: 53832  Pay Grade: 23
Effective Date: 04/04/2014  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

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Providing Direction

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Responsibility for Student Workers

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