

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Mover Certified	<b>Job Code:</b>	93003
<b>Job Function:</b>	Staff	<b>Grade:</b>	04
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	5000 Facilities Management Division	<b>Date:</b>	7/12

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**Job Summary:**

Under general supervision receive and deliver heavy materials and supplies. Move office furnishings and equipment.

**Essential Functions:**

55% Perform all essential functions of a Mover. Operate forklift, box truck including lift-gate, dump truck, pick-up truck, van and trash compactor. Assist with daily trash pick-up, the Recycle Program and training of new personnel.

20% Make contact with customers at designated job site to verify assignments to be completed. Verify load received or picked up against job order, shipping list or other paperwork associated with the materials. Monitor, order and obtain supplies from stockroom and /or outside vendors.

10% Load and unload materials on or off pallets, skids or lifting device on vehicle. Unload and stack material utilizing lifting device. Pick up and deliver surplus property to assigned area.

5% Perform daily vehicle inspections and record on appropriate log. Maintain vehicle log according to state, federal and University regulations.

5% Coordinate activity with other trades. Coordinate activity with Health and Safety when necessary.

0-10% Complete work, time and material usage reports. Perform other duties as assigned by Superintendent/Supervisor.

**Education:**

Requires a high school diploma or GED, and successful completion of The University Job Enrichment Training Program for a Mover. Ability to add, subtract, multiply and divide numbers. Must be able to read and write sentences.

**Licenses/Certifications:**

Valid Ohio Driver's License. May be required to have a Commercial Driver's License.

**Experience:**

Requires a minimum of 1 year experience in receiving, delivering heavy materials and supplies and in moving office furnishings. Ability to operate equipment such as a forklift, box truck with liftgate, dump truck, pick-up truck and van required.

**Leadership:**

Provide guidance and monitor the work of others as assigned by Supervisor.

**Physical Requirements:**

Extremely strenuous, with frequent physical exertion such as the lifting of very heavy items (100 lbs.) alone or 100+ lbs with assistance. Deep bending, crawling, climbing and/or working in difficult or cramped positions for extended periods.

**Working Conditions:**

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise and air pollution. May involve exposure to chemical substances, hazards and moving parts. Work schedule is subject to change in accordance with University needs and/or the results of the shift line-up process. Overtime/Call-ins may be mandatory based on University need.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.