

The University of Akron
Classification Specification

Job Title:	Asst Mover	Job Code:	93001
Job Function:	Staff	Grade:	02
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	7/12

Job Summary:

Under general supervision, perform routine tasks in receiving, delivering heavy materials and supplies and in moving office furnishings.

Essential Functions:

50% Assist with loading, moving, delivering and unloading supplies, materials and equipment to various delivery points. Assist with the Recycle program. Operate equipment on vehicles to assist in the loading and unloading process.

20% Prepare supplies, materials and equipment for movement. Utilize appropriate safety materials to secure items for transit. Perform general labor functions (remove doors, disassemble furniture).

10% Complete required paperwork for receipt of goods delivered. Complete and maintain office records such as work orders, requisitions and time sheets.

10% Operate truck and dump truck as directed. Assist in collection of waste materials (concrete, empty chemical bottles, broken furniture).

5% Perform daily inspections to vehicles, and fill gas tank as needed.

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. Ability to add, subtract, multiply and divide numbers (including fractions and decimals). 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:

Experience in receiving, delivering heavy materials and supplies preferred. Ability to read, write and accurately follow oral and/or written instructions required.

Leadership:

No authority or responsibility for the supervision of others.

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.

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.