

The University of Akron
Classification Specification

Job Title:	Master Mover Certified	Job Code:	93005
Job Function:	Staff	Grade:	5
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	7/12

Job Summary:

Under general supervision coordinate process for receiving and delivering heavy materials and supplies. Coordinate the movement of office furnishings and equipment. Serve as team leader and train others in proper work methods and procedures.

Essential Functions:

30-40% Perform all essential functions of a Master Mover. Perform general labor functions including moving of furniture and delivery of supplies and materials across campus. Operate trash compactor, fork lift and dump truck to pick up campus trash and debris. Maintain new recycle program (aluminum, plastics and paper bins).

20-40% Act as lead worker verifying completion of tasks and materials ordered for customer satisfaction. Read and interpret graphics such as blueprints, building plans and drawings to determine work aids required and sequence of work to be performed. Assist with training of shop personnel, student assistants or temporary workers.

10-20% Assist with Board of Trustee's delivers, the President's requests, other campus department's special requests, departmental moves, campus moves and commencement events.

10% Perform daily vehicle inspections and record on appropriate log. Complete necessary paperwork to maintain department records.

10% Pick up and deliver surplus property.

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

Education:

Requires high school diploma or GED, and successful completion of The University Job Enrichment Training Program for a Mover.

Licenses/Certifications:

Valid Ohio Driver's License. May be required to have a Commercial Driver's License. Must be certified through The University Job Enrichment Training Program for a Mover.

Experience:

Requires a minimum of 2 years experience in receiving, delivering heavy materials and supplies and in moving office furnishings. Ability to operate equipment such as a forklift, box truck with lift-gate, dump truck, pick-up truck and van required.

Leadership:

Provide guidance to nonexempt staff including general scheduling, assigning tasks and monitoring the work of others, as assigned by the 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.

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.