



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

N/A

**BARGAINING UNIT:**

ACE

**Mover**

**SERIES PURPOSE:** The purpose of the Mover occupation is to receive and deliver heavy materials and supplies and set up and/or erect a variety of exhibit material and property and move and relocate furniture and equipment.

**CLASS CONCEPT:** The class works under direction and requires considerable knowledge of safety practices for moving heavy materials and skill in operating equipment used for moving materials such as a forklift and truck in order to provide work direction and training over student workers in moving activities and to plan, schedule, and coordinate operations pertaining to moving materials, setting up and/or erecting exhibits and displays and receiving and delivering equipment, supplies, and other materials. Incumbents load, unload, deliver, and store such items as furniture, display, and office equipment, mail and small packages.

**JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.**

Provides work direction and training over student workers involved in moving activities; plans, schedules, coordinates, and assists in movement of a variety of materials, supplies, and property; moves and relocates furniture and equipment; moves, sets up, or erects materials and exhibits for special events; operates equipment such as a forklift.

Performs work related documentation activities; completes personnel, equipment, and surplus property records; receives, stores, and reassigns surplus property; works with inventory control specialist to record furniture and equipment movement and storage; writes work orders for movement of furniture and fixtures; maintains record of asset numbers; recommends policy and procedures pertaining to moving operations; conducts correspondence regarding salvageable equipment; schedules trucks and other equipment for repairs; serves as liaison during interchange of items between institutions.

Performs miscellaneous tasks; assists in general maintenance and repair of facilities and equipment; attends meetings; performs or directs groundskeeping activities; orders cleaning supplies; completes required reports.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: safety practices for moving heavy materials; inventory control; manpower planning\*; public relations.

Skill in: equipment operation; verbal communication.

Ability to: interpret a variety of instructions orally and in writing; complete forms, records, and reports; write routine business letters; demonstrate physical fitness.

(\* ) Developed after employment.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; one year of experience in moving heavy materials and equipment; experience in safety practices and procedures, operation of truck and forklift and inventory control; valid driver's license.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform very heavy work.

**VERY HEAVY:** work involves exerting 100 pounds of force occasionally, or 50 pounds of force constantly to move objects.

**UNUSUAL WORKING CONDITIONS:** Work involves lifting heavy items; may work outside exposed to all weather conditions; may be required to work evenings and weekends.