

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Mover

SERIES NO.:

5383

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

03/26/1990

SERIES PURPOSE:

The purpose of the mover occupation is to receive & deliver heavy materials & supplies & set up &/or erect variety of exhibit material & property & move & relocate furniture & equipment.

At the lower level, incumbents load, unload, deliver & store such items as furniture, food, display & office equipment, mail & small packages.

At the higher level, incumbents serve as lead workers (i.e., provide work direction & training) over movers, contract laborers &/or other support personnel & assist in movement of wide variety of heavy, light & exhibit materials.

CLASS TITLE:

Mover 1

CLASS NUMBER:

53831

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of safety practices for moving heavy materials & skill in operating forklift & other equipment used for moving materials in order to receive & deliver heavy materials & supplies & move, relocate, erect or set up various items as required.

CLASS TITLE:

Mover 2

CLASS NUMBER:

53832

EFFECTIVE DATE:

02/13/2000

CLASS CONCEPT:

The advanced level class works under direction & requires considerable knowledge of safety practices for moving heavy materials & skill in operating equipment used for moving materials such as forklift & truck in order to serve as lead worker (i.e., provide work direction & training) over movers &/or other workers involved in moving activities & to plan, schedule & coordinate operations pertaining to moving materials, setting up &/or erecting exhibits & displays & receiving & delivering equipment, supplies & other materials.

<u>CLASS TITLE:</u> Mover 1	<u>CLASS NUMBER:</u> 53831	<u>BARGAINING UNIT:</u> 006
---------------------------------------	--------------------------------------	---------------------------------------

EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Loads, unloads, stores & delivers heavy supplies & materials (e.g., furniture, display equipment, office equipment, food), sets up &/or erects materials & equipment for special events (e.g., concerts, conferences, banquets) & keeps records of asset numbers.

Performs other miscellaneous duties (e.g., picks up & delivers mail & small packages; removes snow from walks & roads; assists with general maintenance & repair of equipment & facilities) & completes routine forms & records.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices for moving heavy materials; addition, subtraction, multiplication & division; inventory control*. Skill in operating equipment used for moving materials (e.g., forklift, truck). Ability to carry out simple instructions; read short sentences; arrange items in numerical & alphabetical order; complete routine forms; lift 100 lbs; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic which included addition, subtraction, multiplication & division & in reading, writing & speaking English; 3 mos. trg. or 3 mos. exp. in operation of truck & forklift; valid driver's license. In accordance with section 124.11 (B)(2) of revised code, Director Of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work requires lifting heavy items; may work outside exposed to all weather conditions; may be required to work evenings & weekends; overnight travel may be required.

<u>CLASS TITLE:</u> Mover 2	<u>CLASS NUMBER:</u> 53832	<u>BARGAINING UNIT:</u> 006
---------------------------------------	--------------------------------------	---------------------------------------

EFFECTIVE DATE:

02/13/2000

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as lead worker (i.e., provides work direction & training) over movers &/or other individuals involved in moving activities, plans, schedules, coordinates & assists in movement of variety of materials, supplies & property (e.g., moves & relocates furniture & equipment; moves, sets up or erects materials & exhibits for special events; receives & delivers food & equipment; operates equipment such as forklift).

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

Performs miscellaneous tasks (e.g., assists in general maintenance & repair of facilities & equipment; attends meetings; performs or directs groundskeeping activities; orders cleaning supplies; completes required reports).

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; fractions, decimals & percentages; safety practices for moving heavy materials; inventory control; manpower planning*; public relations. Skill in equipment operation (e.g., forklift, truck). Ability to interpret variety of instructions orally & in writing; complete forms, records & reports; write routine business letters; lift 100 lbs., demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic to include fractions, decimals & percentages & in reading, writing & speaking English; 6 mos. trg. or 6 mos. exp. in operation of truck & forklift; 3 mos. trg. or 3 mos. exp. in safety practices for moving heavy materials; 3 mos. trg. or 3 mos. exp. in inventory control; valid driver's license.

-Or 4 mos. exp. as Mover 1, 53831; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves lifting heavy items; may work outside exposed to all weather conditions; may be required to work evenings & weekends.