



## **Asst 1 / Mover**

### **Purpose Statement**

The job of Asst 1 / Mover is done for the purpose/s of assisting with loading, unloading, and transporting furniture, instructional materials, and other supplies from one location to another within the District.

This job is distinguished from similar jobs by the following characteristics: Minimum wage.

This job reports to Director of Student Services

### **Essential Functions**

- Labels furniture, instructional materials, and other supplies for the purpose of ensuring efficient and accurate placement of items at new location.
- Loads and unloads furniture, instructional materials, and other supplies for the purpose of transferring items from one location to another.
- Prepares furniture, instructional materials and other supplies (e.g. desks, chairs, tables, teaching materials, bookcases, etc.) for the purpose of transferring items from one location to another.
- Travels from one location to another for the purpose of loading and unloading furniture, instructional materials, and other supplies.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: .

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: .

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: .

#### **Responsibility**

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 80% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is not required.

**Education:** No specific education level is required.

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

**FLSA Status**

**Approval Date**

**Salary Grade**

Non Exempt

Lane 1