

## SENIOR DRIVER/MOVER

Code No.: 3-11-108

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the supervision, coordination and operation of a centralized receiving, warehousing, and distribution operation. Responsibilities may include the driving and moving function and receiving, inspecting, storing, handling, and distribution of materials shipments; working with vendors and carriers; maintaining records; supervision of office/equipment relocations; and intercampus mail delivery. The employee assists staff in driving a truck to move furniture, equipment and supplies. Employees may be required to lift material weighing up to one hundred (100) pounds. Employees may be required to work flexible hours, including weekends and holidays and to be on call at all times for emergencies. General supervision is exercised over Driver/Movers. The employee reports directly to the Director of Purchasing. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed, although not listed)

Supervises and performs the driving and moving function of the jurisdiction.

Supervises and performs warehousing activities of receiving, recording, processing, storing, disbursing, and distributing materials and supplies;

Prioritizes and administers a daily delivery schedule to various locations;

Determines the most cost effective and efficient method for delivery;

Oversees and directs routing of mail to various work locations and to the post office;

Directs the movement and installation of furniture, equipment and supplies within and between buildings to set up offices, store in warehouse or storehouse, or other purposes;

Develops and manages unit's annual budget;

Instructs employees in the safe and effective operation of a variety of warehouse machinery and tools;

Keeps records of work activities, work progress and employee attendance;

Contacts vendors and various common carriers to discuss deliveries, shortages, damages and other issues related to receipt of materials;

Arranges for shipment of items to be returned to various vendors;

Records delivered and disbursed stock for maintenance of perpetual inventory control system;

Inspects warehouse for proper stocking, cleanliness, and adherence to safety standards;

Ensures proper data entry and input for the receipt of items into the financial records system;

Maintains accurate and accessible hard copy records of all materials that move in and out of warehouse;

Works with internal and external auditors regarding the receipt and distribution of materials;

Reviews and maintains employee time sheets and performs employee performance appraisals;

Assists with record keeping involved with administration of a fixed assets system;

Operates a truck to move furniture, equipment and supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles of safe operation of warehousing machinery, equipment and tools; good knowledge of procedures related to materials management and traffic operations; ability to establish and administer multiple priorities; ability to deal effectively with all levels in an organization while maintaining a customer focused attitude; ability to lift material weighing up to 100 pounds; ability to drive a truck; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus five (5) years of paid full-time or its part-time equivalent experience in materials management or driving and moving furniture, equipment and/or supplies in a warehouse environment.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of appointment. Depending upon assignment, a pre-employment physical determining fitness to lift specified weight may be required.

#### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: November 4, 1999