

DRIVER/MOVER

Code No.: 4-11-060
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for driving a truck to and from buildings to move furniture, equipment, supplies and other items which may include hazardous materials. Duties include moving items within buildings, setting up offices and physically moving items weighing up to approximately one-hundred (100) pounds. The employee reports directly to and works under the general supervision of a higher level staff member. May provide lead supervision to a work crew. 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.)

Drives a truck to and from buildings on a daily basis;

Inspects truck on a daily basis to check tires, lights, brakes, gas, oil and water levels;

Moves furniture, equipment and supplies within buildings to set up offices, store in warehouse or storehouse, or other purposes;

Sets up office partitions;

Loads and unloads truck using hand trucks and dollies to move equipment, supplies, or furniture to and from buildings;

Distributes weight evenly to form compact loads and effectively utilize space within the truck;

Wraps furniture and equipment to prevent damage prior to loading on truck;

Keeps records of work completed.

Cleans areas such as warehouses;

Leads a work crew.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the proper and safe operation of the truck to which assigned; good knowledge of the operation and routine maintenance of the vehicle to which assigned; good knowledge of the proper and safe techniques and practices of loading items on a truck while distributing weight evenly, and moving furniture and equipment; ability to safely move and load material onto trucks; ability to operate a hand truck and dolly; ability to maintain simple records; ability to move material weighing up to approximately one-hundred (100) pounds; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of the eighth grade.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license and endorsements appropriate to the vehicle(s) operated and materials moved. It is the jurisdiction's responsibility for ensuring employees possess valid licenses/endorsements

appropriate to the type of vehicle(s) being operated and materials moved.

ADOPTED: February 18, 1993

REVISED: September 4, 1997

REVISED: February 7, 2013

Approved non-competitive for all jurisdictions by State Civil Service Action on November 18, 2002.