

DRIVER/MOVER ASSISTANT

Code No.: 3-11-106

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the scheduling and delivery of incoming and outgoing office furniture, computers, and other items. Responsibilities include assisting in prioritizing purchase orders, mail packages, furniture, computer equipment and other items for delivery to various locations. Assists with loading and delivering of items, and maintaining on computer records of all work administered. Employees may be required to transport items needing special handling such as computers or potentially hazardous or toxic chemicals. May be required to assemble/disassemble items. The employee is responsible for lifting material weighing up to 100 lbs. The employee works under the general supervision of and reports directly to a higher level staff member. 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;

Assists with prioritizing purchase orders, mail packages, furniture, computer equipment, and other items for delivery;

Assists with loading/unloading of items ensuring proper distribution of weight and efficient use of limited space;

Inspects condition of items and exercises proper care to prevent damage;

Assists with delivery of all new furniture and often the arrangement of work areas;

Assists with moving, assembling/disassembling furniture and office equipment;

Performs repairs on equipment and furniture as needed;

Completes routine preventative maintenance on department motorized vehicles;

Operates motorized equipment such as forklifts and pallet stackers;

Utilizes power tools;

Inputs data and maintains records on computer of work administered.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the proper and safe operation of the truck to which assigned; working knowledge of proper and safe techniques of loading/moving furniture and equipment. Working knowledge of the operation of and routine maintenance on a motor vehicle; ability to prioritize deliveries; ability to operate motorized equipment such as forklifts and pallet stackers; ability to operate power tools; ability to take apart and re-assemble office

panels and reconfigure systems; ability to input administered work onto a computer and work on a mainframe system; ability to lift materials weighing up to 100 lbs; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of the Eighth grade.

SPECIAL REQUIREMENTS: Depending upon assignment and size of truck, possession of a valid Commercial Drivers License (CDL) Class *B* or license with special endorsements issued by New York State may be required at the time of appointment.

Candidates in these positions in Monroe County will be required to pass a pre-employment drug test and physical examination.

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: December 3, 1998

Approved non-competitive by State Civil Service action on November 18, 2002