JOB DESCRIPTION

TITLE
Mover

JOB SUMMARY
Performs manual work in the transfer and relocation of furniture, equipment, and quantity or bulk items. This position assists with the physical set up of special events. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS
Reports to: Warehouse Coordinator
Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Transports and relocates furniture, equipment, and quantity or bulk items.
- Assists with special events set up of tables, chairs, platforms, and risers.
- Responds to departmental requests for assistance with moving of items.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION
Completion of the tenth grade required. High school diploma or equivalent preferred.
EXPERIENCE

One year of related experience preferred.

REQUIREMENTS

Valid driver’s license issued by the State of Texas and a safe driving record such as required to attain Driver’s Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to follow simple written and oral instruction.
- Ability to operate/use a pallet jack, fork lift, power lift, dollies, two wheeler, and a single or multi-line telephone.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Exposure to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors.
SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ____________________________ Date: ______________

Employee Printed Name: ____________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.