

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006039	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Mover		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 6 PR 07 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
90	Serves as lead worker in providing working direction and training over other workers in moving activities. Receives & delivers heavy materials & supplies: moves, relocates, erects or sets up various items as required; receives packages from dock; logs, tags, and delivers to purchaser; completes manual or electronic receiving report for each transaction; coordinates, processes, & moves agency or division equipment, salvage, supplies, or state records; moves may be coordinated with a contracted moving company; completes proper forms for all asset or equipment movement; places asset tags on state-owned property, equipment, & inventory; enters accurate data into computerized inventory system for assets or equipment to be retired, transferred, or salvaged; may be required to travel overnight to move equipment or inventory; operates motor vehicle to move equipment & materials from one place to another; may lift, push, pull, or otherwise move equipment &/or materials up to 100 lbs.	Knowledge of (1) inventory control*; (2) safety practices for moving heavy materials; (3) addition, subtraction, multiplication & division; Skill in (4) operating equipment used for moving materials (e.g., forklift, vehicle, truck); Ability to (5) carry out detailed but basic written or oral instructions; (6) arrange items in numerical or alphabetical order; (7) cooperate with co-workers on group projects; (8) demonstrate physical fitness to lift up to 100 lbs; (9) obtain & maintain valid Ohio driver's license.		
10	Performs other job-related duties as assigned by supervisor: loads & unloads vehicles; picks up & delivers various materials (e.g., mail, supplies) & serves as Service Delivery Division's backup delivery worker.	Knowledge of 1, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9 *Developed after employment.		
JOB CODE 53832	JOB CODE TITLE Mover 2	VAS 9-23-12 AD	List Position Numbers & Job Titles of Positions Directly Supervised:	
		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/23/12	