**Title:** Mover 1

**Pay Scale Group:** 89

**Essential Function**

Under close supervision from higher level supervisor, performs routine tasks in receiving and delivering heavy materials and supplies.

**Characteristic Duties**

1. Load, unload, store and deliver heavy supplies and materials (e.g., furniture, display equipment, office equipment, food).
2. Set up and/or erect materials and equipment for special events (e.g., commencement, concerts, registrations, conferences, and banquets).
3. Pick up and deliver mail and small packages.
4. Assists in general maintenance and repair of equipment and facilities; remove snow from walk way and roads.
5. Maintain housekeeping conditions as prescribed by area.
6. Perform other related duties as assigned.

**Unusual Working Conditions**

- May be exposed to lifting heavy items; may work outside exposed to weather.

**Minimum Qualifications**

- Ability to calculate fractions, decimals and percentages and to read and write common vocabulary; must be able to lift up to 75 pounds; must have current valid drivers license with acceptable driving record.

_Last updated: April 2016_