Title: Moving Superintendent

Essential Function
Supervise and arrange crew work schedules; estimate cost; maintain parts and equipment records and is responsible for a specific designated area.

Characteristic Duties
1. Supervise and arrange crew work schedules for designated area.
2. Independently make crew level or “how to” decisions regarding work performed.
3. Act as lead worker as required.
4. Perform work of supervisor in his/her absence.
5. Estimate repair costs and prepare specifications for repair to be done by contractors.
6. Inspect crew work and ensure that jobs are completed as specified.
7. Maintain inventory stock of parts and equipment. Check out equipment and materials to be used. Order supplies and equipment with supervisory approval.
8. Orient new employees and conducts on-the-job training or body mechanics and safe moving techniques.
9. Maintain housekeeping conditions as prescribed by area.
10. Perform related duties based on departmental need.

Unusual Working Conditions
• Work outside in all weather conditions; work with potentially dangerous equipment; exposed to direct, dust, fumes and noise; heavy lifting required.

Minimum Qualifications
• High school diploma or GED equivalency and six years work experience in commercial moving including truck and forklift operation; must be able to lift 60 – 100 pounds and be able to demonstrate full range of motion for bending, stooping, and lifting; must have current Ohio driver’s license with acceptable driving record.

Last updated: March 1997