



Position Title: Part-Time Moving and Event Setup Assistant

Job Code: 8300

Reports To: Head Custodian

Grade: C1

FLSA: Non-Exempt

Job Description:

The Moving and Setup Technician is responsible for moving equipment, furniture, boxes, and miscellaneous articles of various types throughout the Campus and is responsible for set-up of tables, chairs, stages, etc. for various internal and/or external events held on the Campus.

Duties & Responsibilities:

- Moves and relocates office furniture, surveyed equipment, computers, mailroom deliveries, boxes, and green lawn furniture.
- Sets up and prepares tables, chairs, stages, podiums, etc. for events on campus.
- Places and exchanges departmental recycling bins, removes shredded paper bags and outside trashcans.
- Performs other duties assigned.

Essential Personnel:

This function/position has been designated as Essential. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

- Completion of eighth grade education and demonstrated ability to read, write and understand written instructions.
- Certified as a Forklift Operator/Driver and Heavy Machine Equipment Operator
- Ability to perform moderate to heavy physical work with prolonged standing and walking for extended periods of time, walking over uneven surfaces, stretching, bending, pushing, stooping, moving, lifting and carrying loads weighing between 50 - 95 pounds
- Knowledge of campus layouts and locations is required (buildings, classrooms, offices, campus roads, and parking lots).
- Skill and ability to understand basic communication skills in English
- Excellent customer service and interpersonal skills
- Ability to work weekends, holidays, and evening hours as needed per area assignment
- Ability to deal with standardized situations with only occasional or no variables.
- Ability to understand and follow simple oral and written instructions.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name