



EMPLOYEE JOB DESCRIPTION

Professional Mover

Reports To: Crew Leader

FLSA Status: Non-Exempt

SUMMARY: A Professional Mover ensures the efficient and successful execution of residential and commercial moves.

DUTIES AND RESPONSIBILITIES:

- Lifts, carries, and loads furniture weighing up to 100 pounds, onto box trucks for transport to and from one location to the next location, including up and down stairs.
- Delivers and set-ups furniture inside client homes, as required/requested within committed time frames including but not limited to bed frames, mattresses, box springs, dressers, tables, chairs, sofas and lamps.
- Gathers furniture from residential, individual and/or commercial/institutional client and other facilities.
- Follows established moving policies and procedures at all times.
- Demonstrates the ability to protect all household/property belongs, including items such as: furniture from damage through established best practices.
- Packs and unpacks items in an organized and efficient manner in preparation for sale or donation.
- Performs all other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** - High School Diploma (or GED or High School Equivalence Certificate) required.
- **Language Skills** –Ability to read, analyze, and interpret common documents. Ability to respond to common inquiries or complaints from customers, management, and staff. Ability to effectively present information to management, staff, and customers. Ability to interact clearly and effectively, in both written and oral communication, with supervisor, customers, and staff, etc.
- **Other Qualifications** - Valid driver's license is required; Must be able to travel 50-70% of the time; Overnight stays may be necessary.

COMPETENCIES:

- **Communication** - Displays a very quick grasp of the significance of information communicated and nearly always initiates or respond to communications in an appropriate, timely and comprehensive manner. Displays skill in reducing complex information to simple forms and helping others to understand that information.
- **Customer Service** - Consistently exceeds the expectations and requirements of internal and external customers. Gets first-hand information and uses it to improve products and services. Acts

with customers in mind and establishes and maintains effective relationships earning their trust and respect.

- **Organization** - Effectively juggles multiple projects. Anticipates potential problems and develops excellent contingency plans. Keeps information and files clearly organized. Successfully pulls many unconnected things together. Defines the resources necessary and gets them from where available.
- **Team Work** - Demonstrates special skills by usually anticipating information people need to know to do their jobs, resolving conflicts, fostering integrity and trust, and listening to bring a joint action by a number of people to achieve a desired result.
- **Time Management** - Uses time effectively and efficiently. Values time. Concentrates efforts on the more important priorities. Gets more done in less time than others. Can attend to a broader range of activities.

PHYSICAL DEMANDS:

While performing the duties of this job, the individual is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; frequently required to climb or balance, talk or hear; and occasionally required to stoop, kneel, crouch, or crawl. They must be able to walk forward, backward, side to side, and/or up and down stairs while carrying furniture. Specific vision abilities required for the duties of this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. They will frequently lift and/or move up to 100 pounds on a regular basis and operate moving equipment. They must be able to exchange accurate information with other individuals in the office and out in the field. Must be able to detect mechanical issues and part defects from short distances to determine what action needs to be taken. The individual must be capable of transporting different parts and tools required to do the job.

WORK ENVIRONMENT:

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Employee Signature: _____ Date: _____

Employee Name: _____ Date: _____
(Printed)