

MORGAN STATE UNIVERSITY JOB SPECIFICATION



MOVING AND STORAGE SPECIALIST

Class Code: 0976
Pay Range: 07

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, performs activities related to the moving and storage operations, including relocation and storage of property, equipment, and supplies. Leads and trains subordinate personnel.

PRIMARY DUTIES

1. Leads daily operations of the unit. Determines work priorities, plans, assigns, and reviews work.
2. Distributes, relocates, and stores property, equipment, and supplies. Prepares office furniture and equipment for moving and storage.
3. Determines appropriate storage and location of property and equipment considering weight limits and required space. Marks articles with identification codes.
4. Performs minor assembly and disassembly of furniture and equipment in preparation for movement and/or storage.
5. Keeps records pertinent to moving and storage operations.
6. Keeps department storage facilities clean and orderly.
7. Performs vehicle operational readiness checks and cleans vehicles.

**Morgan State University Job Specification
Moving And Storage Specialist
Page Two**

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two years related work experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Skill in operating warehouse material handling equipment; in establishing and maintaining effective working relationships. Ability to lead and train others in packing and moving furnishings, materials, and equipment; to communicate effectively both orally and in writing; to follow directions; to read, comprehend and apply OSHA/MOSHA requirements; to perform extensive standing, walking, climbing and frequent heavy lifting; to wear and work in personal protective equipment.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or Commercial Class B or equivalent driver's license may be required. If required to obtain a Commercial Driver's License, employees will be subjected to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations.