

JOB DESCRIPTION:	Mover-Set Up Assistant		
DEPARTMENT:	Facilities & Operations		
REPORT TO:	Director of Facilities & Operations		
EEO CLASSIFICATION:	Laborers & Helpers	FLSA STATUS:	Non-exempt
CUPA HR CLASSIFICATION:	824000	DATE APPROVED:	11-MAY-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Assists with moving and event set-up for the university.

DUTIES:

1. Responsible for moving equipment, boxes, and miscellaneous articles throughout campus.
2. Responsible for set up of tables, chairs, stages, podiums, etc. for internal and external events held on campus.
3. Moves office furniture throughout campus.
4. Assists with determining needs for moves within departments or buildings and set up for events.
5. Performs minor repairs where indicated through visual inspection as well as submitted work orders.
6. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
7. Performs other duties as assigned.

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REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED preferred. Six months of moving and logistics experience required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the methods, practices, and techniques used in the operation of all job-related tools, machines, and equipment. Skill in performing a variety of general maintenance and custodial activities. Skill in working in an environment subject to changing priorities, exposure to all environmental conditions, and performance of work in varying terrains.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): This is an essential services position. The incumbent is required to respond after hours during emergencies and report to work for regular assigned shift during emergency campus closures. Travel within the community and other WNMU sites. Required to lift equipment, materials, and furniture on a constant basis (~50 lbs). Must be able to stoop, bend, squat, sit on floor and maneuver over uneven floor surfaces including stairs and steps in construction sites. Must be able to assess situations to insure safety. Must be able to climb ladder and work in restricted work spaces. Must be able to follow all safety protocols. This position requires some work outside during all seasons. Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)