CLASSIFIED MANAGEMENT JOB DESCRIPTION

MOVING MANAGER
(Management Salary Range 1)
Job Code: 754

CLASS PURPOSE

Under direction of the Vice Chancellor for General Services, the Moving Manager is responsible for directing the movement of furniture and equipment throughout the Peralta Community College District, and in the planning and supervision of moving furniture and equipment from site to the storage facilities. The Moving Manager will track costs per project, develop and coordinate moving schedules, and is the liaison with Facilities Maintenance and Operations, Site Administrators, Project Managers and the Information Technology Department to maintain a continued communication of all moving activities. In addition, duties would include assistance with the Facilities, Planning and Construction Department in the processing of projects through local, state and other jurisdictional agencies and shall further liaison with those agencies to maintain a continued knowledge of legislation, policies and regulations relating to District capital programs.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Assist the Vice Chancellor for General Services in the scheduling of project moves throughout the District.
- Coordinate meetings and planned moving schedules with the colleges and other stakeholders.
- Maintain liaison with site administrators, and other departments to maintain project moving schedule.
- Responsible for maintaining a list of approved moving contractors.
- Provide advice and assistance to the General Services Department to support the necessary moves of equipment and furniture. Services provided shall include, but not limited to, requests for necessary information regarding cost estimating, conferences, site investigations, surveys and facilities review.
- Maintain the general management of programs including directing staff and consultants to the District.
- Analyze and recommend budgets, contracts and policy background documentation or analysis.
- Assist in maintaining and setting District guidelines, standards and procedures for capital development, swing space and interim housing projects.
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- Assist Facilities Maintenance and Operations Department in establishing a computerized method of tracking and service delivery.
- Write bid specifications for actual movers to obtain the lowest responsible bidder for the District.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university with a Bachelor’s Degree in Business or a related field.
2. Three (3) years of increasingly responsible management experience in the area of responsibility; or an equivalent combination of education and qualifying experience that would likely provide the desired knowledge and abilities to perform the duties of the position. Experience should include acting in a supervisory capacity or responsibility for transportation supervision of various types of delivery/services in an educational, commercial, and multi-residential.
3. Possession of a current valid California Department of Motor Vehicles Driver’s License.
4. Knowledge of, and proficiency in, the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite, MS Word, MS Excel, MS Access, MS Publisher, MS Outlook and MS PowerPoint) and the Internet browser, websites and E-mail.
5. Ability to communicate effectively, both orally and in writing.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Demonstrated experience in reading basic architectural plans, Auto-CAD preferable.
- Knowledge of principles of moving, transporting and delivery services.
- Knowledge of cost estimating and delivery specifications.
- A working knowledge of codes, ordinances, and regulations as related to local, state and federal jurisdictions.
- Knowledge of writing specifications for bids.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone. Constant work around and with other people. Office and field environment; travel from site to site.
PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13