



## Job Description

<b>Job Title :</b>	<b>Furniture Mover</b>
<b>Department:</b>	<b>Operations</b>
<b>Division:</b>	<b>Restoration</b>
<b>Reports to:</b>	<b>Production Manager</b>

### Position Overview

Reporting to the Production Manager, a Furniture Mover's primary responsibility is to move and reposition furniture, content and equipment ready for transport, storage or return, on site and in the warehouse. The experienced furniture mover will have advanced knowledge and experience using appliance and ratchet straps, moving blankets and a moving dolly to assist them with content repositioning, transport, bracing, packing, loading and unloading. The Furniture Mover will have a clean driver's abstract with experience in operating a 1 ton truck, and will be ticketed to operate a forklift and/or scissor lift. The position of Furniture Mover will assist in other departments to include other warehouse activities and debris removal when necessary.

### Job Duties

- Ability to dismantle and reassemble furniture and access points (ie: doorways) to allow for content removal and reset
- Reposition content, furniture or equipment on site or in the warehouse as required to accommodate work
- Tag, list and securely load boxed content and furniture on site and/or make ready for transport to warehouse or on-site storage container
- Offload content, furniture and/or equipment in warehouse and set in staging area for restoration assessment
- Move items into warehouse storage container(s) as directed following restoration efforts
- Load and secure boxed content and furniture onto truck for return and reset as directed, to include removal of job related debris (ie: boxes, packing materials, etc.)
- Remove boxed content and furniture from on-site storage containers (if applicable) , and reset into job site
- Attend job sites and assist with debris removal as needed
- Participate as directed in the following activities:
  - Vehicle safety and maintenance inspections
  - Maintaining vehicles in clean serviceable condition
  - Removing and disposing of debris
  - Maintaining equipment
- Provide excellent customer service
- Work under time constraints to meet specific timelines
- Ensure attention to detail and keen sense of safeguarding other people's property and information
- Will practice good housekeeping at all times to ensure a safe and non-cluttered worksite



- Participates in and demonstrates an understanding of safety principles and practices; follows all safety policies and procedures to support a safe working environment, including safe operation of machines and equipment
- Comply with all **BELFOR** policies and procedures, as well as legislative requirements
- Proactively communicate job site conditions and concerns that may or are affecting completion of the job to the appropriate person
- This role could be required to act as a “lead” periodically as designated by their manager
- Attend all **BELFOR** sponsored training courses

### **Qualifications**

- 3+ years experience as a mover preferred
- Construction / Restoration / Insurance experience preferred
- Forklift Certification required
- Comprehensive understanding of customer service, principles and practices
- Eligible to operate a motor vehicle per **BELFOR's** vehicle policy
- Experienced in operating a 1 truck required
- Skilled at operating a 3 or 5 ton truck considered an asset
- Ability to work within a team or independently as needed
- Written and verbal communication skills
- Proven ability to multi-task in a fast paced environment
- Basic computer and/or tablet/iPad experience
- Willing to work evenings, on call and weekends when requested
- Periodic travel may be required
- Criminal Record Check

### **Physical Demands**

- Frequent lifting from 5-40 lbs, unassisted (from 35-65% of the time)
- Frequent lifting from 41 lbs +, assisted (up to 50% of the time)
- Access and mobility in tight spaces
- Fit Testing – half and full face mask as needed, annual certification required
- Working at Heights - over 5 feet, periodically
- Sustained periods of lifting, standing, sitting, walking, bending, and kneeling



**Disclaimer**

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.

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Employee Signature

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Date

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Employer Signature

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Date

**ACCESSIBILITY STATEMENT (AODA IN ONTARIO)**

**BELFOR (Canada) Inc.** is committed to providing a barrier-free work environment in concert with the provincial guidelines for accessibility (Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Ontario Only). As such, **BELFOR (Canada) Inc.** will make accommodations available to applicants with disabilities upon request during the recruitment process.

**HUMAN RIGHTS STATEMENT**

**BELFOR (Canada) Inc.** strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, **BELFOR (Canada) Inc.** will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.