

STATE OF DELAWARE
SURPLUS PROPERTIES SPECIALIST

Government Support Services – Surplus Services

PHYSICAL REQUIREMENTS

Job Title: Surplus Properties Specialist
Department: Office of Management and Budget
Division: Government Support Services – Surplus Services
Class Codes: MAGZ15
BP #s: 2042, 81873

JOB DESCRIPTION: Surplus Properties Specialists are responsible for the screening, acquiring and transporting of equipment and property made available to Surplus Services through various state and Federal government sources. These surplus items are then distributed through such programs as the State Surplus Property Program and the Reutilization Program.

JOB SPECIFIC REQUIREMENTS: Must be able to follow directions and safely handle and move pallets, hand trucks, and surplus commodities in an organized fashion. Must possess a valid CDL license and be able to drive both standard and automatic transmission vehicles.

JOB CLASSIFICATION: This job is classified as “heavy” as it requires exerting up to 50 pounds of force frequently to move surplus property items.

PHYSICAL JOB REQUIREMENTS:

To receive consideration for this position all Surplus Properties Specialist applicants for Government Support Services - Surplus Services must be able to perform the following essential physical job functions daily:

- The physical ability to stand and or walk frequently.
- The physical ability to drive a state owned van or truck with standard or automatic transmission for 2 hours.
- The physical ability to bend, stoop, push, pull and work above their shoulders frequently.
- The physical ability to use both hands for frequent grasping and for occasional fine manipulation and fingering (for example: to use a cell phone, computer, or scanner etc.)
- The physical ability to frequently lift up to and including 50 pounds from the floor to the waist while moving surplus items on/off pallets or loading them into a van/truck.

- Surplus items weighing up to and including 50 pounds must occasionally be lifted from the floor to the shoulders.
- Surplus items weighing in excess of 50 pounds are rarely lifted from the floor to the waist.
- Surplus items weighing up to and including 50 pounds must occasionally be carried distances up to 20 feet.
- Surplus items in excess of 50 pounds are rarely carried distances up to 20 feet.
- The physical ability to occasionally push/pull a pallet jack loaded with a pallet of surplus property items weighing greater than 50 pounds a distance of up to 20' without assistance.
- The physical ability to frequently operate different types of motorized material handling equipment, including forklifts.
- The physical ability to work indoors and outdoors in all temperatures and weather conditions.
- The physical ability to tolerate required personal protective equipment such as safety shoes, gloves and back supports on a continuous basis.

CERTIFICATION

I hereby certify that I have read and understand the above physical requirements of the Surplus Properties Specialist for the Government Support Services Surplus Services. I have also been given the opportunity to ask any questions I may have regarding the physical demands required of this position. I further understand that if I am offered this position, I will be required to take a functional capabilities evaluation (FCE) to determine if I can safely perform the required tasks without risk to myself or others.

PRINTED NAME _____

SIGNATURE _____ DATE: _____

05/12/08 Revised