



## METROPOLITAN LIBRARY SYSTEM

### Job Description

<b>Job Title:</b>	<b>Delivery and Fleet Coordinator</b>	<b>Position Code.:</b>	<b>1151-17</b>
<b>Reports To:</b>	<b>Director of Facilities Maintenance and Fleet Operations</b>	<b>Classification:</b>	<b>Non-exempt</b>
<b>Division:</b>	<b>Operations</b>	<b>Safety-sensitive:</b>	<b>Yes</b>
		<b>Date:</b>	<b>04/2021</b>

#### **JOB SUMMARY:**

Under general direction performs administrative duties in the daily operations of the delivery services and fleet maintenance for the Metropolitan Library System. Oversees the logistics of the delivery schedule for library materials, equipment, supplies, and other items within the library's service area and other assigned destinations to ensure efficiencies throughout the process. Coordinates systemwide fleet maintenance and repairs using telematics software to ensure vehicles are properly maintained and operating safely.

#### **ESSENTIAL JOB FUNCTIONS:**

- Oversees and administers delivery schedule for library materials, equipment, supplies, and other items within the library's service area and other assigned destinations.
- Operates library vehicles to transport library materials, equipment, supplies, and other items within the library's service area and other assigned destinations.
- Sorts various library materials by hand, and by using the central automated materials handling system for the purpose of ensuring correct transport and delivery.
- Monitors the delivery process for efficiencies and makes recommendations for improvements as needed.
- Coordinates systemwide fleet maintenance and repairs.
- Performs minor maintenance on library vehicles.
- Oversees inventory items and supplies distributed by the Facilities Maintenance department.
- Coordinates the delivery of routine supplies to the libraries in collaboration with the Business Office.
- Assists with development of a fleet safety program, to include assigning identifications to vehicles to receive/track public complaints against drivers/vehicles not operated safely.
- Maintains record of daily delivery activities.
- Works with Friends of the Library (FOL) on book moving each year for the annual book sale; assists in moving materials for the FOL at the sort-site.
- Makes recommendations for planning, budgeting, and purchasing of new vehicles in collaboration with the Business Office and the Director of Facilities Maintenance and Fleet Operations to maintain a dependable fleet.
- Provides feedback regarding fleet safety policies and procedures.
- Provides excellent customer service.
- Champions the library's strategic goals and initiatives with the system's mission, vision and core values in mind.
- Maintains compliance with Library policies and procedures.
- Drives library or personal vehicle to and from various locations.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library customers' records and the code of professional ethics.
- Performs other related duties as assigned.

#### **FREQUENCY OF TRAVEL REQUIREMENTS:**

- Frequent travel to other library locations.

#### **INTERACTION:**

- Interaction with all levels of staff and the public.

#### **MATERIAL AND EQUIPMENT USED:**

- Computer(s)/Printer(s)
- Forklift and Lifts
- General Office Equipment
- Vehicle (fleet/personal)

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

- High school diploma or GED equivalency required; and
- Five or more years of experience with fleet maintenance and logistics services, practices and procedures.

### **Licenses and Certifications:**

- Valid State Driver's License
- Current Motor Vehicle Insurance
- Acceptable Driving Record

#### Required within 60 days of hire:

- OSHA approved Forklift Operator's Certification

## **HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- Associate/Bachelor's degree in business or a related field
- Public library operations/logistics experience
- Experience working an enterprise system/software for inventory/distribution of work orders
- Fleet maintenance experience
- Customer service experience

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Record keeping, report preparation, filing methods, and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Standard business arithmetic, including percentages and decimals.
- Library policies, procedures, and equipment.
- All computer applications and hardware related to performance of the essential functions of the job.
- Safe driving principles and techniques.

### **Skill in:**

- Using exceptional interpersonal skills that build and maintain strategic relationships with internal and external customers.
- Using tact, discretion, initiative, and good judgment.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Using critical thinking - logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Utilizing effective and creative problem-solving skills.
- Driving a box truck safely and courteously in high traffic areas at peak traffic times and in all types of weather conditions.
- Utilizing lift gates, pallet jacks and hand trucks in the loading and unloading of materials and equipment

### **Mental and Physical Abilities:**

- Ability to effectively listen and problem solve.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to manage time effectively.
- Ability to work independently.
- Ability to analyze, interpret and integrate data from various sources and to plan, develop and implement strategies.
- Ability to drive all fleet vehicles including vans and medium-duty trucks.
- Ability to concentrate and pay close attention to traffic and driving conditions.
- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job the employee is frequently required to move from place to place, climb or balance, bend, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 100 pounds.

**SUPERVISORY RESPONSIBILITY:**

- This position has no supervisory responsibilities.

**WORK ENVIRONMENT:**

- The incumbent's working conditions are typically moderately quiet and, when driving, frequently out-of-doors in weather extremes.
- Essential functions may require physical tasks such as walking over rough or uneven surfaces.
- Occasional evening or weekend work required.
- This is a safety-sensitive position.

**SUMMARY STATEMENT:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.