



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title:	Delivery Driver	Position Code.:	1038-14
Reports To:	Director of Facilities Maintenance and Fleet Operations	Classification:	Non-exempt
Division:	Operations	Safety-Sensitive:	Yes
		Date:	09/2021

JOB SUMMARY:

Drives library vehicle to pick up and deliver books, supplies, packages, mail, equipment, furniture, and other materials within the library system's service area and other assigned destinations; performs minor maintenance on library vehicles.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Drives library box truck on assigned route to gather and deliver materials for the library system; observes all traffic laws and safety rules.
- Loads, unloads, and delivers library materials, supplies, and packages in a safe, timely, and professional manner.
- Sorts mail and other materials and delivers to appropriate locations.
- Operates forklift and other lifts.
- Picks up and delivers mail to the post office.
- Uses computer to check for supplies to be delivered.
- Makes special runs to pick up and deliver furniture, fixtures, equipment, supplies, gift books and other items.
- Performs routine maintenance on library vehicles by checking fuel, water and oil levels, and filling if necessary, and other minor maintenance as appropriate; changes tires; washes vehicles.
- Shovels snow and spreads ice melt, as necessary.
- Provides excellent customer service.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- 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:

- Regular travel to library locations and occasional travel to other sites as required.

INTERACTION:

- Interaction with all levels of staff and the general public.

MATERIAL AND EQUIPMENT USED:

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

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- High School diploma or GED
- Six months experience driving a box truck (15 feet or greater in length)
- Six months experience delivering materials, supplies, and/or packages

Licenses and Certifications:

Required at time of employment:

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

Required within 60 days following employment:

- OSHA approved Forklift Operator's Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- City and county streets in the metropolitan area.
- Safe driving principles and techniques.
- Basic record keeping principles and methods.
- General office procedures, policies and practices, as well as basic knowledge of computer use and other general office equipment.

Skill in:

- Driving a box truck safety and courteously in high traffic areas at peak traffic times and in all types of weather conditions.
- Organizing work, setting priorities, meeting deadlines, and maintaining a fixed schedule with a minimum of direction.
- Communicating clearly and effectively with staff.
- Interpersonal skills necessary to effectively interact with internal staff to give and extricate information in a courteous and friendly manner.

Mental and Physical Abilities:

- Ability to concentrate and pay close attention to traffic conditions and driving safely.
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job the employee is frequently required to move from place to place, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, 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 more than 100 pounds.
- Essential functions may require physical tasks such as walking over rough or uneven surfaces.
- Tasks are frequently done in exposure to adverse environmental conditions.

SUPERVISORY RESPONSIBILITY:

- This position has no supervisory responsibilities.

WORK ENVIRONMENT:

- Work is performed by driving a library vehicle in moderate to heavy traffic under normal to hazardous road conditions.
- The incumbent's working conditions are typically moderately quiet and frequently out-of-doors in weather extremes.
- 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.