

York County Library System

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JOB DESCRIPTION

Title: District Delivery Driver

Department: Facilities

Supervisor: Facilities Manager

Individuals Supervised: None

Classification: Part-Time (20 hours)/Non-Exempt

Schedule: To be determined

Specific Education:

Candidate must have a high school diploma or equivalent.

Experience Requirements:

Candidate should have one to three months experience as delivery driver.

General Requirements:

Candidate must have a valid driver's license. Candidate must have excellent communications skills (i.e., the ability to listen, and communicate effectively). It is important that the candidate be reliable, a self-starter, able to work effectively in a team, and able to handle a variety of tasks. Candidate must also be able to function under limited supervision.

Physical Requirements:

1. Must be able to lift up to 60 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
2. Required to perform simple grasping and fine manipulation tasks with both hands, and requires acceptable corrected vision (in both eyes) and acceptable corrected hearing.
3. Depresses computer keyboard keys and use of mouse.
4. Pick up and holds and lays down handset of telephone
5. Must be able to reach, lift, and stretch throughout the work day.
6. Clear and comprehensive speech required to communicate adequately in performance of this job.
7. Must be able to stand and/or walk up to four (4) hours at a time.
8. Must be able to use a GPS Navigation System.

Duties and Responsibilities:

1. Drives delivery vehicle and transports materials to and from libraries in York and Adams Counties.
2. Loads and unloads boxes and materials to and from the delivery vehicle.
3. Assists with the packing and unpacking of materials to be delivered as needed.
4. Communicates with library staff to ensure that delivered items are placed in the proper location.
5. Practices safety rules and obeys traffic regulations.
6. Maintains vehicle in clean and serviceable condition.
7. Responsible for scheduling routine service maintenance such as gas replenishing and oil changes.
8. Meets with Facilities Manager and other delivery drivers to discuss special delivery projects and scheduling priorities.
9. Must follow rules and regulations as detailed in the Driver's Manual.

If you are interested in this position please send a resume, cover letter, contact information for three professional references and a salary history to:

oberrios@yorklibraries.org by March 31, 2013.

The York County Library System is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance and a Criminal Record Check.