

Delivery Driver

FLSA: Non-Exempt, Union

Job Purpose and Summary

Drives delivery vehicle to deliver and distribute library materials, supplies, payroll, mail and library documents to and from Mid-Columbia Libraries (MCL) branches, administrative offices, and other locations.

Supervision Received and Exercised

Receives general supervision from assigned management or paraprofessional staff.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Loads, unloads, and delivers library materials, mail, equipment, documents, and supplies to and from library facilities and to other locations, such as the post office and Benton-Franklin County Treasurers/Auditors office.
2. Repacks and distributes items as designated on routing labels.
3. Maintains vehicle in good working condition; refuels and check fluid levels; performs routine maintenance checks on vehicle and maintains vehicle cleanliness; refers maintenance and repair needs to supervisor.
4. May schedule routine maintenance appointments for vehicle and deliver vehicle to garage.
5. Consults with supervisor on matters dealing with road safety and weather conditions. If unable to contact supervisor while on the road, makes route-determination decisions based on employee safety and mechanical condition of vehicle.
6. Makes other miscellaneous deliveries and pickups as assigned.
7. Runs morning report for branch at which delivery begins and does initial search of report so that requested items can be added to that day's delivery.
8. Performs other duties as assigned.

Qualifications

1. High school diploma or equivalent.
2. A valid Washington driver's license.

Knowledge of:

1. English usage, spelling, grammar, and punctuation.
2. Basic alphabetical and numeric filing methods.
3. Basic mathematical principles.
4. Principles and procedures of record keeping.
5. Modern office methods, equipment, practices and procedures including PC usage and familiarity with Microsoft Word, Microsoft Excel, emailing systems, and web-based searching.

Skill in:

1. Typing, word processing or entering data at a speed and accuracy level necessary for successful job performance.
2. Developing and maintaining good working relationships.
3. Listening to, understanding and interpreting information received from library customers and library employees.

Ability to:

1. Gain thorough knowledge of MCL's policies, procedures and programs.
2. Represent MCL in a positive, responsive manner to the public, volunteers, and supporters.
3. Learn and master the integrated library system procedures related to retrieving and processing holds report.
4. Safely operate a motor vehicle.
5. Maintain tact, courtesy, confidentiality, and strict discretion in dealing with the public.

6. Maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
7. Communicate effectively and appropriately with people from diverse backgrounds.
8. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.
9. Work and communicate effectively with diverse staff in order to accomplish library and department goals and objectives.
10. Operate relevant computer systems, including the integrated library system, hardware and software and office machines.
11. Obtain a valid Washington drivers license.

Work Environment and Physical Demands

1. Prolonged periods of sitting when driving the delivery vehicle.
2. Daily driving may range up to two hundred miles.
3. Daily physical activity including bending, pushing, pulling, and lifting and carrying. Daily lifting of weights up to 45 lbs.
4. Period keyboarding and working at a computer monitor required.
5. Phone usage, reading, speaking, and listening required.
6. Interaction with library customers and other MCL staff member will be necessary to resolve situations or problems.

January 1, 2006