

Courier Driver

Job Description: An employee in this position sorts and delivers books, library materials, small equipment, documents, and bank deposits between libraries within the regional system, and performs related work as apparent or assigned. Work involves driving a library vehicle and is performed in accordance with Fontana Regional Library (FRL) policies, guidelines, and procedures. Work is performed under the supervision of the Office Manager.

Job Duties

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job. Descriptions are not intended to reflect all duties performed within the job. Any one position may not include all listed duties.

1. Drives, loads, and unloads library vehicle.
2. Drives a scheduled pick-up and delivery route, sometimes entering unattended buildings.
3. Inspects vehicle and vehicle equipment such as lights, signals, mirrors, tires, brakes, and fuel and temperature gauges to ensure vehicle is in proper working condition.
4. Ensures vehicle has adequate fuel, and is cleaned and washed regularly.
5. Immediately reports any mechanical problems or incidents involving vehicle, materials, or equipment vehicle to supervisor.
6. Immediately reports delays, accidents, violations, or other traffic situations that affect delivery schedule to supervisor.
7. Obeys traffic laws and follows established traffic and transportation safe practices and procedures.
8. Evaluates weather conditions and recommends cancelling or rescheduling delivery if appropriate.
9. Maintains confidentiality and privacy of protected information.
10. Supports organizational goals and objectives by participating in library system and community collaborations.
11. May be required to perform work assignments concurrently.
12. Responsible for maintaining a safe and secure working environment.
13. Evening and weekend work required.

Qualifications

The qualifications listed below are representative of the competencies and training required to perform this job successfully.

Knowledge, Skills, and Abilities:

1. Knowledge of safe driving practices.
2. Knowledge of North Carolina traffic laws and regulations.
3. Familiarity with library principles and practices.
4. Familiarity with library circulation, catalog, and Dewey Decimal Classification systems.
5. Ability to exercise good judgement in highway safety and vehicle performance.
6. Ability to read and understand maps.
7. Ability to plan and organize work, and handle interruptions.
8. Ability to accurately count money.
9. Ability to give attention to detail.

Courier Driver

10. Ability to effectively communicate orally and in writing.
11. Ability to effectively work with diverse populations.
12. Possess good interpersonal skills including tact, courtesy, and discretion.
13. Ability to take direction.
14. Ability to use good judgment.
15. Ability to work as a member of a team.
16. Ability to work independently and exercise initiative.
17. Ability to work well under pressure.
18. Ability to use a variety of library equipment and technology.
19. Ability to effectively use various computer applications.
20. Possess general knowledge of local roads.
21. Possess a current driver's license valid in the State of North Carolina.
22. Possess driving record free of moving violations for the past five years.

Education and Experience:

1. Must be at least 23 years of age.
2. High school diploma or GED required.
3. Five years of driving experience required.
4. One year of library experience preferred.

Physical and Environmental Conditions

These conditions are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

1. Work requires physical effort in the handling of materials, boxes, tools, book trucks, or equipment up to fifty pounds in non-strenuous work positions.
2. Work requires normal range of human positions and movement including standing, walking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, stretching, lifting, pulling, pushing, and extensive sitting while driving up to 200 miles per day.
3. Work requires good hand dexterity and coordination for computer and other related duties.
4. Work requires clarity of speech, hearing, and vision to enable the employee to communicate effectively with coworkers and the public.
5. Majority of work is performed driving a library vehicle. Occasionally may encounter rain, snow, or ice. Sorting and loading of library materials may occur indoors or outdoors.
6. Work environment involves everyday risks or discomforts that require normal safety precautions.
7. Must occasionally deal with unruly or potentially dangerous individuals in library facilities or outside the library.