

POSITION DESCRIPTION

PORTAGE COUNTY DISTRICT LIBRARY

An Equal Opportunity Employer

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Job Title: **MATERIAL DELIVERY DRIVER - Library Associate I**

Department: Administrative Services

Material Driver

Pay Scale: 1

Hourly

Non-Exempt

Admin. Prof.

Bargaining Unit

Salary

Exempt

Exec.

Immediate Supervisor: Facilities Manager

JOB PURPOSE:

To assist patrons by delivering library materials to designated locations and performing general repair and maintenance.

QUALIFICATIONS:

High School Diploma or equivalency and a valid Ohio Drivers License with a good driving record.

Ability to read and write and follow oral and written instructions; ability to move materials from one location to another.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to follow instructions in written, oral and picture form. Ability to demonstrate physical fitness required for extended periods of manual labor. Good driving skills. Knowledge and skill in general maintenance and minor repairs of facilities, furniture and equipment preferred.

Date Prepared: January 23, 1992

Date Approved:

Revision Date: May 21, 2015

PREPARED BY PORTAGE COUNTY DISTRICT LIBRARY

LIBRARY ASSOCIATE I – MATERIAL DRIVER

PORTAGE COUNTY DISTRICT LIBRARY

ILLUSTRATIVE DUTIES: The duties listed below are intended to depict tasks performed by this classification. This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as directed by their supervisor.

DELIVERY

- *Obeys traffic laws and follow established traffic and transportation procedures
- *Performs daily delivery and pick-up of requested library materials, supplies, and correspondence
- *Processes mail requiring special handling by delivering it to the post office and purchasing postage as necessary
- *Delivers/picks-up special supplies.
- *Maintains delivery van by washing exterior and keeping interior neat and clean.
- * Inspects and maintains vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition. Reports any mechanical problems encountered with vehicles

BUILDING & GROUNDS MAINTENANCE

- Replaces light bulbs
- Performs minor plumbing repairs
- Sweeps front entryway
- Picks up litter
- Weed whips and trims grass
- Removes snow and ice, and salts as necessary

MISCELLANEOUS

- Maintains records
- Sets up tables and chairs for meetings
- Attends staff meetings, workshops, in-service training
- Performs additional duties as assigned

*Denotes essential function of the job.

Employee Signature

Date