

DELIVERY DRIVER

DIVISION OF LIBRARY SUSTAINABILITY & SYSTEM
RESOURCES



GENERAL STATEMENT OF DUTIES

This is a level 2 part time position. Working under the supervision of the Technical Services Clerk, this position is responsible for ensuring the interchange of materials between STLS and its members and affiliated agencies.

ESSENTIAL FUNCTIONS

Work involves loading the delivery van and driving to member libraries and affiliated agencies so as to deliver and pick-up materials in a prescribed manner using the current delivery schedule. Other duties as assigned.

This person is expected to work without direct supervision and exercise good judgment when making decisions while on the road. Represents STLS with member library staff and others encountered during the work day. May be required to train other employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

This position requires the ability to exercise good judgment in handling of minor delivery problems and in the care and operation of delivery vehicles. This person must be able to follow oral and written instructions, keep to a schedule, show attention to detail in sorting and delivering materials accurately and keep logs of maintenance supplies and garage schedules, and be adaptable in the face of unforeseen circumstances. A high degree of responsibility and personal integrity is required as this person has possession of keys to member libraries. This person must have a general knowledge of STLS services, be able to interact well with a variety of people, represent the System positively, and work well with colleagues.

MINIMUM QUALIFICATIONS

High school diploma or GED. Current New York state driver's license with a clean driving record. This job requires some heavy lifting (up to 50 pounds).

EXAMPLES OF WORK

- Load delivery vehicle.
- Off load & pick up deliveries at member libraries.
- Sort materials as picked up for delivery on route.
- Respond to requests for delivery supplies from librarians.
- Wash and clean assigned vehicle at least once weekly.
- Take recyclables to transfer station.
- Wash & clean STLS staff vehicles.