

## Delivery Driver

JOB TITLE: Delivery Driver

FLSA STATUS: Non-exempt

GRADE: 34

DEPARTMENT: Technical Services: Circulation & Delivery

APPROVED DATE: 01/1998

REVISED DATE: 06/2014, 05/2021, 02/2022

### Job Summary

The Driver I is responsible for loading, unloading, and transporting library materials, equipment, and mail to the community libraries to contribute to the Library District's efficient operations in facilities and delivery. This position performs minor maintenance activities to delivery vehicles as needed.

This position contributes to the Library District's effective operation providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

### We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

### Essential Functions

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Transport library materials, equipment and mail throughout the Library District's areas of operation. This includes such tasks as: loading and unloading delivery vehicles using hand trucks; driving delivery vehicles to specified locations on established routes and schedules; cash handling with proper signatures, packing, unpacking, and sorting materials and mail. The tasks

also include special deliveries to designated locations or between libraries. The security aspect also includes making deliveries to community libraries during times when they are closed requiring incumbents to secure those facilities, deactivating and activating security systems, and maintaining secure custody of facility keys and access codes.

2. Perform minor maintenance and inspection of assigned vehicles; check fluid levels, tire pressure, brakes, lights, and other safety devices; replace fluids, wiper blades, lamps and provide other uncomplicated maintenance.
3. Prepare daily and periodic reports on material handling volumes, vehicle operation and maintenance, and including such data as mileage driven.

### **Additional Duties and Responsibilities**

1. Assist with sorting or collection maintenance activities that may include working with the ILS system.
2. Prepares correspondences and reports.
3. Trains new staff as needed.
4. Attends meetings, training, and workshops as assigned.
5. Assists with special projects as required.
6. Perform other duties as assigned.

### **Supervision**

The position reports to Circulation and Delivery Services Manager. Supervision of others is not a normal part of positions in this class.

### **Knowledge, Skills, and Abilities**

1. Thorough knowledge of the operation of delivery vehicles such as light and medium duty trucks, vans, and pickups.
2. Thorough knowledge of general safety rules and principles and all Washington State driving regulations.
3. Knowledge of highway map and sign reading.
4. Ability to align behavior with the library's mission, values, and strategic focus in serving a diverse stakeholder community.

5. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
6. Ability to operate hydraulic lift gates and hand trucks.
7. Ability to perform minor vehicle maintenance and other standard vehicle operating equipment.
8. Ability to communicate effectively with diverse audiences.
9. Ability to adapt to changing environmental conditions.
10. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
11. Ability to maintain security and confidentiality of library materials and equipment.
12. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, email, and internet navigation in addition to other office equipment and security systems.
13. Ability to possess a current Washington State driver's license and be insurable for vehicle operation. Free of any traffic moving violations or chargeable vehicle accidents for a period of not less than three consecutive years.
14. Ability to provide current abstract of driving record; basic manual work techniques and use of basic tools. Must have or be able to obtain a driver abstract at the time of employment.

## **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. High school diploma or GED.
2. Driver education, passing of driver licensing requirements in the State of Washington, and a brief period of supervised driving to acquire appropriate proficiency in safe and efficient vehicle operation.

## **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

While performing the duties of this job, the incumbent is required to drive for extended periods of time in all types of weather and road conditions as well as during hours of darkness, get into and out of delivery vehicles, and regularly move objects or materials weighing up to 50 pounds. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license.