

**South Central Library System (SCLS)**  
**DELIVERY DRIVER I (PART-TIME)**  
**2023**

**General Description**

The Delivery Driver I is an at-will position, subject to the business needs of SCLS. The Delivery Driver I works under the direct supervision of the Delivery Management team. All aspects of this position description are subject to change with or without notice, including, but not limited to, work schedule and assigned duties.

**Schedule**

- I. Hours:
  - a. No more than 29 regularly scheduled hours per work week between the hours of 6:30 a.m. to 6:30 p.m. Monday-Friday

**Essential Functions**

**I. Customer Service:**

- a. Provide excellent customer service.
  - i. Requires positive and courteous communication skills with customers, library staff members, co-workers, supervisors, managers, and the public in general.

**II. Material Sorting and Loading:**

- a. Sort library materials during assigned times.
  - i. Requires standing and walking on concrete floors while carrying up to 10 pounds of materials in one hand.
  - ii. Requires frequent grasping and fine manipulation of items
  - iii. Requires frequent bending, stooping, and reaching.
  - iv. Requires following standard and safe lifting practices whenever possible (Including, but not limited to: keeping the load close, having a stable grip and stance, lifting with bent knees, not bending at the waist, using lift-aids like carts and hand-trucks, and cooperative lifting for very heavy loads)
- b. Pack up materials as required at assigned times and loading delivery trucks as assigned.
  - i. Requires pushing/pulling loaded carts weighing up to 400 pounds onto or into delivery trucks.
  - ii. Requires lifting full baskets of materials which can weigh 50 pounds regularly and 65 pounds occasionally.
  - iii. Requires frequent bending, stooping, reaching, pushing, and pulling.
  - iv. Requires following standard and safe lifting practices whenever possible (Including, but not limited to: keeping the load close, having a stable grip and stance, lifting with bent

- knees, not bending at the waist, using lift-aids like carts to move heavy loads, and asking for help with heavy loads)
- v. Requires lifting and lowering the retractable lift gate at the rear of trucks.
    1. Requires proper lifting technique and body position or working with co-workers to lift and lower the gate together.

### **III. Route Driving:**

- a. Safely and professionally operate SCLS vehicles.
  - i. Requires being alert and responsive to changing driving environments.
  - ii. Requires prioritizing safety and adhering to all driving laws.
  - iii. Requires being in a seated position for up to 6 hours a shift.
  - iv. Requires being able to enter and exit a high-profile vehicle (cargo vans and box trucks)
- b. Perform assigned delivery routes according to directions.
  - i. Requires adhering to designated written directions.
  - ii. Requires comprehension of maps, written and verbal directions.
  - iii. Requires properly adapting to unexpected detours or changes in traffic flow.
- c. Perform routine inspections and refueling of SCLS vehicles.
  - i. Requires being able to follow basic vehicle maintenance tasks including, but not limited to: pumping gas, adding windshield fluid, checking oil level, checking tire pressure, jump-starting a battery, changing a windshield wiper, and visually checking a vehicle prior to driving.
- d. Maintain cleanliness of SCLS vehicles.
  - i. Requires removing trash, replacing used supplies, and cleaning the windshield and headlights.
  - ii. Requires the performance of washing vehicles as assigned.
    1. Requires the use of pressurized water, reaching, bending, and stooping to fully clean the exterior of a vehicle.

### **IV. Perform Library Exchanges:**

- a. Accurately and safely deliver materials to their proper destinations
  - i. Requires safely parking and maneuvering vehicles in parking lots or parking on the street
  - ii. Requires awareness of other vehicles, pedestrians, and conditions.
  - iii. Requires moving materials over uneven surfaces, and inclines in inclement weather
  - iv. Requires protecting materials from rain or snow.
  - v. Requires safe moving of materials in and around doorways, elevators, furniture, walls, and other obstacles.
- b. Accurately retrieve materials to be picked up from libraries and returned to SCLS.

- i. Requires moving materials over uneven surfaces, and inclines in inclement weather
  - ii. Requires protecting materials from direct and sustained rain or snow.
  - iii. Requires safe use of loading the lift gate including: observing weight limits, keeping proper space for movement, and engaging the cart-stop for every load going up or down.
- c. Properly access and secure library buildings and spaces.
  - i. Requires entering access codes into library security panels
  - ii. Requires managing and handling library keys and access cards
  - iii. Requires following written and visual directions on disarming, and re-arming access devices.
  - iv. Requires prompt reporting of problems, mistakes, or unusual activity at a library.

#### **V. Reporting:**

- a. Communicate route and customer needs, questions and concerns to Delivery Management staff.
  - i. Requires prompt reporting of accidents, damage, injuries, and revocation status of driver's license.
- b. Report vehicle problems and needs to Delivery Fleet Manager.
  - i. Requires reporting changes according to alert signals, noises, visual evidence, damage, or disabled mechanisms to the Fleet Manager.
- c. Accurately count, record and track route exchange activity as required.
  - i. Requires full entry of all requested data on documents including time entries, volume counts, mileage entries, names, and notes. Complete accuracy is the expectation.

#### **VI. Other Duties:**

- a. Complete other duties as assigned.

#### **Required Qualifications**

Must be at least 18 years of age. High school education or equivalent. Good reading and writing ability. Good interpersonal communication skills. Good manual dexterity. Valid regular driver's license with no restrictions except corrective lenses. Clean and insurable driving record. Ability to read and interpret highway and street maps as well as written directions. Ability to work independently, at times under adverse road conditions. Good physical condition required to lift repeatedly containers weighing up to 65 lbs. to a height of 5 feet.