
NEW CASTLE PUBLIC LIBRARY DRIVER

General Summary

Delivers and retrieves material from public libraries and other designated agencies in New Castle District Center designated service area.

Essential Functions and Responsibilities

- Sort and pack delivery bags.
- Load delivery vehicle.
- Deliver material to scheduled stops.
- Pick up material for return to NCDLC or other designated district library.
- Sort and distribute returned material.
- Responsible for general maintenance of vehicle, including keeping fuel at appropriate level, getting oil changed according to established schedule and periodically cleaning the interior and exterior of the vehicle.
- Monitor vehicle for maintenance and service needs.
- Performs job safely in accordance with library safety procedures.
- Keep supervisor informed of vehicle and equipment wear, damage and other issues.
- Keep supervisor informed of delivery route issues and changes.
- Adhere to PA driving laws.
- Read staff newsletter, memos and other communications disseminated to employees

Additional Job Duties

- Attends meetings, training seminars as required.
- May assist in representing library at community functions and outreach activities.
- Assists with maintenance of vehicle security and safety.
- Consistently presents New Castle Library/District Center and its services in a positive manner and adheres to customer service guidelines and procedures.
- Performs other duties as assigned or as the situation dictates.
- Complies with Union contract stipulations.

Knowledge, Skills, and Abilities

- Ability to drive.
- Ability to work under minimum supervision.
- Ability to follow emergency procedures to provide security for the libraries, patrons, and staff.
- Knowledge of materials and services available at Library as well as activities and current programs.
- Ability to work effectively as a team member.
- General knowledge of services of Library.

Education, Experience, and Training

- High school diploma or equivalent desired.
- Valid Driver's License.
- Clean driving record.

Work Environment

- Interaction with other Library staff, and general public.
- Indoor and outdoor conditions.
- Noise level is usually moderate, but occasionally loud.
- Travel in all weather conditions in 4-county area.

Supervisor

Works under the general supervision of District Consultant.

Supervisory Responsibilities

No direct reports.

Position Hours

Must be able to work rotating shifts (6 days a week), flexible hours (morning, afternoon, evening and holiday hours) when library is open. All staff members are expected to work evenings and weekends as needed.

Physical and Mental Requirements – Subject to Reasonable Accommodations

Regularly requires use of hands to finger, handle, or feel objects, tools or controls. Frequently required to stand, walk, reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl. Must regularly lift and/or move a minimum of 20 pounds.

Tools and Equipment Used

Truck or van, handcart and dolly.

Affirmative Action/Equal Opportunity/Americans with Disabilities

It is the goal of New Castle Public Library to employ a diverse group of individuals who represent the richness of ideas and philosophies present in a modern society. Reasonable accommodations will be made for individuals with disabilities.

Disclaimers

Job description statements are intended to describe the general nature and level of work being performed by employee assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

NCPL Board 6/20/16