

FRASER VALLEY REGIONAL LIBRARY

JOB DESCRIPTION

February 4, 2010

JOB TITLE: Driver – Shipping & Receiving / Outreach Services

JOB CLASSIFICATION: Pay Grade 6

FUNCTION:

Under the supervision of the Shipping & Receiving Supervisor, the Driver – Shipping & Receiving / Outreach Services performs duties providing system-wide distribution and delivery of library materials. The position involves the safe operation of library vehicles. The position involves delivering materials to the print impaired and the homebound.

WORK PERFORMED:

1. Delivers, loads and unloads materials and equipment to and from customers, community agencies, care facilities and libraries using library vehicles.
2. Conducts pre-trip and post-trip inspections in accordance with the Motor Vehicle Act, National Safety Code and Highway Traffic Act. Performs designated vehicle maintenance, such as fuelling, adding oil and topping up other fluid levels.
3. Responds to queries from customers and external agencies via telephone or in person and / or refers the queries to the appropriate FVRL staff member.
4. Opens and secures library facilities, including arming / disarming library security alarms in the absence of library staff.
5. Reads and maintains files and records needed to ensure effective operation of the departments, such as delivery instructions, driving logs and drivers logs.
6. Packs, unpacks and sorts materials being moved between the Administrative Centre and FVRL libraries and InterLINK. Uses the automated system to check in materials.
7. Responsible for proper handling of incoming and outgoing mail. Receipts incoming monies.
8. Performs other related duties as assigned.

RELATIONSHIPS:

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| 1. | Supervisor | Direct: | Shipping & Receiving Supervisor |
| | | Advisory: | Director of Corporate Services
Library Manager of Mission and Outreach Services
Outreach Services Supervisor |
| 2. | Staff Supervised | Direct: | N/A |
| | | Advisory: | Shipping Clerk
Outreach Assistant |
| 3. | Other | | Regular contact with print impaired and homebound customers. Regular contact with FVRL staff and representatives of community agencies and care facilities. |

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrated knowledge of and proficiency in the organization of materials handling and delivery.
2. Knowledge of applicable safety and vehicular legislation, including the Motor Vehicle Act, National Safety Code, Highway Traffic Act and other related acts and regulations.
3. Demonstrated ability to safely operate library vehicles and to safely and efficiently perform loading and unloading activities.
4. Ability to work collaboratively in a team environment, developing and maintaining effective working relationships with staff, customers and external service providers in a courteous and tactful manner.
5. Ability to work independently, with minimal supervision.
6. Ability to understand and follow oral and written directions.
7. Familiarity with main roads and highways in the geographic area covered by the library system.
8. Demonstrated ability to maintain neat and accurate files and records related to the work.
9. Demonstrated knowledge of library automated systems and proficiency in the use of technology.
10. Physical ability to perform the duties of the position.

EDUCATIONAL REQUIREMENTS, TRAINING AND EXPERIENCE:

1. Completion of Grade 12, or GED.
2. Combination of one year's work related and on the job experience driving delivery trucks and/or cube vans.
3. Possession of valid B.C. Driver's Licence (Class 5) with Air Brake Certification, and maintenance of a clean driving record. Driver's Abstract from ICBC to be provided on annual basis.
4. Criminal records check required.