

FRASER VALLEY REGIONAL LIBRARY

JOB DESCRIPTION

JOB TITLE: Delivery Driver

February 4, 2010

JOB CLASSIFICATION: Pay Grade 5

FUNCTION:

Under the supervision of the Shipping & Receiving Supervisor, the Delivery Driver performs duties providing system-wide distribution and delivery of library materials. The position involves the operation of library vehicles.

WORK PERFORMED:

1. Delivers, loads and unloads materials and equipment to libraries and other locations using library vehicles.
2. Opens and secures facilities, including arming/disarming branch security alarms in the absence of library staff. Empties book drops when necessary.
3. Conducts pre-trip and post-trip inspections in accordance with the Motor Vehicle Act, National Safety Code and Highway Traffic Act. Performs basic vehicle maintenance ensuring all vehicles are maintained in good operating order, such as re-fuelling, washing, and oil and tire checks.
4. Packs, unpacks and sorts materials being moved between the Administrative Centre and FVRL libraries, and InterLINK. Uses automated system to check in materials.
5. Receives, sorts and distributes incoming mail to departments and libraries. Receipts incoming monies.
6. Prepares, packages and ships outgoing mail, including books belonging to other libraries, using mailing equipment.
7. Assists in the booking and delivery of library equipment including projectors, laptops, banners, signs and display units.
8. Reads and maintains various logs and journals.
9. Assists in processing of materials for book sale by discarding and packing for storage. Maintains inventory of book sale stock.
10. Performs other related duties as assigned.

RELATIONSHIPS:

- | | | | |
|----|------------------|-----------|---|
| 1. | Supervisor | Direct: | Shipping & Receiving Supervisor |
| | | Advisory: | Director of Corporate Services
Library Manager
Deputy Library Manager
Librarian 3 - Community Librarian
Library Supervisor
Operations Supervisor |
| 2. | Staff Supervised | Direct: | N/A |
| | | Advisory: | Shipping Clerk |
| 3. | Other | | Frequent contact with FVRL staff and occasional contact with the public and service personnel. |

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. 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 good driving record. Driver's Abstract from ICBC to be provided on annual basis.
4. RCMP Criminal records check required.