

# Winnefox Library System Position Description

**Position:** Delivery Van Driver  
Part-Time non-exempt position

**Date:** October 21, 2022

**General Purpose:** To provide regular delivery among the 30 libraries in Winnefox Library System. The delivery service transports books and other library material, computer equipment, and other items. Drivers also deliver books to day care centers and senior living centers in the area.

**Supervisor:** Business Manager

**Salary Matrix Level:** B

## Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
Delivery <ul style="list-style-type: none"> <li>• Load vans according to routes.</li> <li>• Deliver materials to libraries and pick up materials to be sent back to base library for sorting.</li> <li>• Unload vans.</li> </ul>	<ul style="list-style-type: none"> <li>• Items are delivered on time without damage or loss.</li> <li>• Boxes are delivered to the correct destination.</li> </ul>
<ul style="list-style-type: none"> <li>• Perform simple maintenance such as filling windshield wiper reservoir and washing van.</li> <li>• Ensure oil changes are completed on schedule.</li> <li>• Be aware of van condition to identify and report maintenance and repair needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Vans are reliable, safe, and clean.</li> </ul>

## KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain effective working relationships with other staff and member library staff.
- Valid Wisconsin driver's license and clean driving record.
- Inter-personal skills; capable of working in a team environment.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to adapt to change; willingness to learn new ways of doing things.

**REQUIRED EDUCATION AND EXPERIENCE**

High school diploma or equivalent.

**TOOLS AND EQUIPMENT USED**

Delivery vans, dollies, cargo lift.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts weighing up to 500 pounds and lift boxes weighing up to 75 pounds.

**WORK ENVIRONMENT**

Drivers move from inside to outside and spend significant amount of time driving.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.