

Job Description

Job Title: Delivery Driver (part-time)
Reports to: Business/Personnel Manager
FLSA: Non-exempt
Date: 1/15/15



**Pioneer
Library
System**

*2557 State Route 21
Canandaigua, NY 14424*

Job Summary:

Under the direct supervision of the Business/Personnel Manager, is responsible for sorting and transporting library materials between Pioneer Library System and member libraries, adhering to route itineraries, schedules and times.

Works closely with the Business/Personnel Manager and Custodian to maintain garage and delivery vans.

Essential Duties:

1. Reporting to work for customary assigned routes at the standard designated time.
2. Adhering to predetermined arrival/departure times along the route as is practicable.
3. Sorting and distributing of materials efficiently before, during, and after completion of a route.
4. Implementing safety and security measures at all libraries on route, such as using proper security codes and routines, and locking doors upon departure.
5. Implementing safe driving practices in all conditions.
6. Exercising honesty and integrity in all aspects, specifically, using credit cards for gas and reporting of hours worked.
7. Completing trip log for each run accurately and fully.
8. Keeping abreast of vehicle condition, informing Business/Personnel Manager of needed repairs and maintenance, and assisting when required.
9. Maintaining considerate and helpful working relationships with co-drivers.
10. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

1. Ability to lift and transport delivery totes weighing approximately 45 lbs.
2. Maintains a valid NYS Driver's License with a safe driving record.
3. Ability to effectively communicate with supervisor.

Education and Experience:

1. High School Diploma