## Position Title
Delivery Driver

### Position Statement
All NCW Libraries staff embrace these core competencies as an organization and as individuals who positively represent the library and its mission in the community.

- Ethical Practice
- Professionalism
- Building Respectful Relationships
- Valuing Diversity & Promoting Inclusiveness
- Library Advocacy & Intellectual Freedom

- User Focus
- Effective Communication & Collaboration
- Foundational Knowledge
- Adaptability
- Continuous Learning

### Position Summary
Performs intermediate support delivering library materials, supplies and equipment to and from all NCW Library branches and Distribution Center. Works consistently within NCRL standards and policy directives and all applicable laws. Supports the library’s mission of “Connecting the people of North Central Washington to vital resources and opportunities that foster individual growth and strengthen communities”. Work is performed under the moderate supervision of the Fleet and Maintenance Supervisor.

### Essential Functions

- Collects and loads daily shipments in order of delivery location.
- Drives established routes, delivers and unloads all materials at designated locations, and picks up return shipments for the Distribution Center.
- Secures visited buildings upon departure and reports observed problems as appropriate.
- Delivers revenue collected from branch libraries to the accounting technicians.
- Assembles, delivers, and sets up furniture and large equipment at branch libraries as needed.
- Helps branch staff rearrange, move, or remove furniture and large equipment as needed.
- Unloads vehicles upon return each evening.
- Rotates occasional on-call duties when the Fleet & Maintenance Supervisor is not available.
- Inspects vehicles and reports any malfunctions or service requirements to the Fleet and Maintenance Supervisor.
- Performs minor maintenance to vehicles, such as cleaning the interior and exterior, checking tire pressure, checking fluid levels, and keeping the gas tank filled.
- Keeps records such as mileage and gas receipts.
- Other duties as needed, including some light maintenance tasks.
- Models professionalism and teamwork for colleagues and promotes a positive organizational culture by word and by example.

- Ability to drive extended distances and time.
- Ability to load and unload delivery vans at each destination.
- Ability to read and comprehend instructions, correspondence, and memos.
- Moderate computer skills and knowledge of basic computer functions.

- Must stay abreast of library policy and procedure.
- Ability to establish and maintain effective working relationships with associates, patrons, and the general public.
- Ability to exercise initiative and independent judgement and to work independently or as part of a team.

### Knowledge, Skills & Abilities

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

- Valid driver’s license in the State of WA.

- Flexibility to work evenings and weekends.

- Clean driving record with no moving violations.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this position, the employee will need to have ability to handle all outside weather conditions and variable hazards. The noise level in the work environment is usually moderate.

### Wage & Benefits
- $16.36/Hour; Non-Exempt
- Full-Time; schedule may include some early morning and/or evening hours
- Medical, dental, vision, life
- Sick and vacation leave
- Retirement through State of Washington