

**CUPE 932 Members Only**

JOB TITLE:	CALL-IN BOOKMOBILE OPERATOR
PAY BAND:	Grade D \$ 28.189 hourly
LOCATION:	Extension Services (Bookmobiles) Travel within the city to bookmobile stops, visiting library client institutions and community agencies
SCHEDULE:	Hours as required

JOB SUMMARY:

Reports to Manager; the Bookmobile Driver drives the Bookmobiles and oversees vehicle maintenance, provides customer service; performs clerical duties related to the operation of Bookmobile services

JOB DUTIES:

Drives Bookmobile; ensures safe operation; responds to vehicle and service issues including cancellation of a stop following established guidelines; contacts Fleet Services, the Duty Manager, or Administration as required

Performs daily safety inspection of vehicle in advance of operation; reports vehicle problems; contacts service personnel as required

Connects Bookmobile to hydro hook-up; operates generator

Sands entrance/exit areas when necessary

Assists customers on and off the Bookmobile

Cleans interior of vehicle such as vacuuming, wiping desk and windows, emptying garbage

Loads and unloads materials

Performs customer service functions related to circulation of library materials, such as check-in/check-out and registration; inputs and retrieves data

Attends training sessions and staff meetings as required

Performs other duties as assigned, which are directly related to the major responsibilities of the job

MINIMUM QUALIFICATIONS:**Educational Requirements:**

Ontario Secondary School Graduation Diploma (Academic)

Driver Training Course

Experience:

Six months previous experience operating and maintaining large/heavy CVOR vehicles with Ontario DZ licence class vehicles in the last three (3) years.

Must have knowledge in the following areas; vehicle and equipment safety, equipment cleaning standards and procedures, record keeping.

Skills / Competencies:

Must possess a valid Class "D" Licence with a "Z" endorsement with an abstract clear of demerit points, infractions and pending infractions and/or a record found to be satisfactory to the Library.

[JOB SPECIFIC COMPETENCY]

Demonstrates skill in communicating, presenting information, writing and active listening

[COMMUNICATION]

Displays a strong commitment to service excellence, understands service objectives, recognizes diverse customer and work group needs and provides excellent customer service [CUSTOMER SERVICE FOCUS]

Analyzes and evaluates situations and issues, recognizes problems, anticipates consequences and develops and presents appropriate courses of action. [JUDGEMENT]

Displays a commitment to continuous learning in order to remain current with the library's policies and procedures, relevant legislation, trends, best practices, new technologies and related general and job-specific knowledge [KNOWLEDGE]

Effectively relates and engages others in the achievement of objectives and advocates for the role and mission of the library within the community and demonstrates team leadership, credibility, flexibility and good humour in a working environment characterized by change [LEADERSHIP]

Prioritizes activities and works effectively independently, as part of a team and leading others; sets and achieves or surpasses goals [RESULTS ORIENTATION]

Able to keyboard accurately and quickly at 30 wpm [RESULTS ORIENTATION / JOB-SPECIFIC COMPETENCY]

Physical Requirements:

Must have excellent hand/eye coordination and have sufficient physical strength and ability to independently and repeatedly lift, move, pull, push bend, reach, grip, step, walk, drive, twist, climb, squat and carry objects weighing up to 23 Kg (50 lbs) or more to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials and equipment.

Legislative Requirements:

Works in accordance with all applicable Ontario Public Library, Privacy, Occupational Health and Safety, Employment Standards, Human Rights, Labour Relations and Pay Equity legislation and all other relevant legislation

Organizational Requirements:

Adheres to policy and procedures identified in the Hamilton Public Library Manuals

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

- The deadline for this application is **August 13, 2017**. Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site.
 - Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references as well as copies of proof of key qualifications (i.e. degrees, certifications, licences, driving abstract)

By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment, or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.