



Central Library
55 York Blvd, Hamilton
Technical Services Department

Tentative start date: September 25, 2017 for a period up to March 24, 2018 due to a project. Must be available to work 5 hour shifts Monday to Friday between the hours of 7am and 2pm, other shifts as needed.

**DRIVER – COURIER
TEMPORARY PART TIME**

\$21.458 hourly – 25 hours per week

JOB SUMMARY:

Reports to Manager of Technical Services. Performs a variety of routine duties associated with branch deliveries and library vehicles; packs and unpacks library vendor shipments and library deliveries and sorts and distributes mail.

JOB DUTIES:

Drives Courier vehicle; ensures safe operation; responds to vehicle and service issues including distribution to delivery route, following established guidelines; maintains tracking and data systems for materials tracking, safety inspections and vehicle repairs; contacts Fleet Services, the Manager or designate as required.

Operates library vehicle, according to weekly schedule, to deliver library materials and equipment to branches.

Performs daily safety inspection of vehicle in advance of operation; schedules vehicles for repair and maintenance checks; reports vehicle problems; contacts service personnel as required.

Maintains interior and exterior cleanliness of vehicles and equipment.

Acts as Library courier and occasional chauffeur.

Co-ordinates loading and unloading of all materials transported in library vehicles.

Performs repetitive tasks involving the lifting and movement of heavy materials and equipment (bins, boxes etc. may weigh as much as 50 – 60 lbs.).

Performs shipping and receiving routines, accurately sort library materials by location and prepare courier shipments; answers routine delivery questions, refers complex inquiries.

Utilizes bins and book trucks, and operates equipment such as bookhoist, skid lifter, lift gate, dolly and other shipping related equipment as required for the safe and efficient movement of materials

Receives, unpacks and ships materials for the library.

Performs minor handyman/grounds care duties (such as emergency snow shovelling, trash pickup, etc) at Library buildings to facilitate delivery.

Attends training sessions and staff meetings.

Performs other duties as assigned and that are directly related to the major responsibilities of the job.

MINIMUM QUALIFICATIONS:

Education:

Grade 10 minimum

Driver Training Course preferred

Experience:

1year shipping and delivery experience preferred.

Must possess a valid Class "G" Driver's Licence with an abstract clear of demerit points, infractions and pending infractions and/or a record found to be satisfactory to the Library. Operating experience driving a CVOR vehicle is an asset.

Knowledge of and adherence to health and safety policies and procedures for this position and workplace.

Knowledge of and proficiency in the organization of materials handling and delivery.

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

Working knowledge and experience with computer applications including Microsoft Office applications, databases, Internet browsers and search engines.

Skills / Competencies:

Demonstrates skill in communicating, 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]

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 heavy library materials and equipment in a safe manner.

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 **Friday, August 25 at 5 pm EST**. 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.