



## Freedom to Belong and Discover

**Please send application to recruit@hpl.ca on or before 11:59pm on date of application closing, February 26, 2026. Please quote job title, department or location, and position number.**

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|-------------------------|--|
| <b>JOB TITLE:</b>       | <b>Bookmobile Driver/Clerk</b>   |
| <b>PAY BAND:</b>        | Driver: Grade D (\$34.734 to \$40.864 hourly), Driver/Clerk: Grade E (\$39.251 to \$46.178 hourly) |
| <b>POSITION STATUS:</b> | Temporary, Full-Time, up to one (1) year   |
| <b>VACANCY STATUS:</b>  | Vacancy  |
| <b>POSITION #:</b>      | 8737   |
| <b>LOCATION:</b>        | Mobile Library and Courier Services, Central Library Branch  |
| <b>START DATE:</b>      | As soon as possible for a period of up to one (1) year   |
| <b>SCHEDULE:</b>        | 35 hours per week, up to two (2) evening shifts and Saturday/Sunday rotation                       |

### **JOB SUMMARY:**

Reports to Manager; the Bookmobile Driver/Clerk 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 Senior Leadership Team as required
- Performs daily safety inspection of vehicle in advance of operation; reports vehicle problems; contacts service personnel as required. Maintains filing systems including safety inspection, on order and vehicle repair data.
- 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
- Performs duties related to delivery of library materials; 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
- Demonstrates tasks and instructs staff
- Requisitions and maintains inventory of supplies
- Merchandises the collection according to system standards
- Receives and counts cash such as fines and floats; issues receipts and refunds; sells library items such as bags, disks and copycards
- Receives complaints; explains policies and procedures; makes adjustments; refers complaints as required
- Maintains and updates procedures and forms related to job duties; forwards for approval
- Attends training sessions and staff meetings as required

For incumbents who possess the requirements for the provision of Information Services, expanded Information Services duties include but are not limited to: (in addition to those duties expected at the grade D level):

- Provides reader's advisory and information services, conducts reference interviews; develops search strategies; recommends and locates appropriate materials and formats; refers complex inquiries (Grade E)
- Assists with maintenance of collections by performing clerical tasks such as discarding, transferring Provides demonstration and instruction to the public in the use of information resources
- Performs tasks related to collection maintenance (e.g. transfers, discards); identifies worn and damaged material for review by designate
- Performs preventive maintenance on equipment; contacts service personnel as required
- Attends training sessions and staff meetings
- 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

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

Note: Position classified as Grade D if the incumbent does not possess Library and Information Technician Diploma program qualification. Position classified as Grade E if the incumbent does possess at least ten (10) courses from the Library and Information Technician Diploma program as specified in Appendix A of the HPL Educational Qualifications Policy or completion of two years of related university studies leading to a bachelor's degree. Grade E will require the incumbent to provide expanded information services including but not limited to those noted in the job description.

**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.

**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

**JOB COMPETENCIES:**

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]

**Organizational Requirements:**

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

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodations are available for all applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources. We appreciate your interest, however, only those selected for an interview will be notified.

HPL employees and users of HPL cloud-based applications are required to use Multi-Factor Authentication (MFA) as an essential measure to enhance the protection of HPL's technology assets. MFA augments technological security by requiring two steps for full authentication. Employees who do not have a Library-provided cellphone are expected to use their personal cellphone or internet connected device to satisfy the MFA requirement consistent with HPL policies and procedures.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof. Please note that Artificial Intelligence (AI) may be used during the initial screening and recruitment process to assess and/or select candidates for recruitment and selection.

Applicants who are successful for a position will have a maximum of **72 hours** to accept or decline an offer, barring unforeseen circumstances to be evaluated on a case-by-case basis, from the date of offer (excluding Sunday and Statutory Holidays).