



**Freedom to Belong and Discover**

Please send application to [recruit@hpl.ca](mailto:recruit@hpl.ca) before **June 25, 2026 at 11:59 pm**. Please quote job title, department or location, and position number.

<b>JOB TITLE:</b>	<b>Bookmobile Driver</b>
<b>PAY BAND:</b>	Grade D (\$34.734 to \$40.864 hourly)
<b>POSITION STATUS:</b>	Temporary, Full-Time
<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) evenings per week and Saturday/Sunday rotation

**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 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
- Demonstrates tasks and instructs staff
- Requisitions and maintains inventory of supplies
- Merchandises the collection according to system standards
- 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

## MINIMUM QUALIFICATIONS:

### **Educational Requirements:**

Ontario Secondary School Graduation Diploma (Academic)  
Driver Training Course

### **Experience Requirements:**

Six (6) 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.

### **Other Requirements:**

Driving abstract satisfactory to the Employer

### **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.

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).

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