

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Driver/Library Technician**
Dept: **Materials Distribution Services**
Reports to: **Manager – MDS**
Effective Date: **Revised January 2021**

Job Code Number: **10388**
Grade Number: **9, Represented**
FLSA Status: **Non-exempt**

General Position Summary:

Deliver library materials such as books; inter office mail, supplies, computer equipment and furniture to and from community libraries and the Service Center.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform. Deliver loads to a variety of workstations depending on materials flow of each library and service center operations.

1. Collect and load daily shipments into truck in the order of stops/delivery locations.
2. Drive the established/assigned route, delivering loads and picking up items, for return to the Service Center.
3. Make special arrangements, as needed to ensure quality library service, such as deliveries to institutional libraries and holiday deliveries to libraries outside KCLS.
4. Maintain records of materials transported between locations.
5. Maintain statistics on daily shipments.
6. Perform minor repairs to the vehicle and assure that proper fluid levels are maintained.
7. Inspect vehicle and report any malfunctions or service requirements to the Shipping Department Manager.
8. Drivers not assigned to a specific route may be more involved with receiving, sorting and staging materials for distribution to the libraries.

Secondary Duties:

1. Unpack and sort incoming shipments.
2. Arm and disarm security systems.
3. Secure buildings upon departure and report problems as appropriate.
4. Perform various clerical activities
5. Receive all types of freight including large shipments, verify items received, and deliver freight to appropriate location. Consolidate and stack pallets using a pallet jack.
6. Perform other related duties as required or as assigned.

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Teamwork/Collaboration

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma or GED equivalent.
- One year of verifiable experience driving trucks over 23,000 pounds GVW.
- Considerable knowledge of how to operate assigned vehicles, safe driving practices, and of laws governing motor vehicles on public roads,
- Considerable knowledge delivery area and alternate routes.
- Ability to remain calm and poised in all driving situations.

SPECIAL REQUIREMENTS

- Valid and clean Washington State driver's license.
- Must successfully complete the KCLS Driver Training program within the first three months of employment.
- Position may require a forklift certification.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands to grasp objects, drive and lift totes. Frequently required to stand and walk and occasionally sits. Frequently reach out and down with hands and arms, frequent neck/back twist and bending when working with totes, driving and loading. Frequently using foot controls. The employee will occasionally lift up to 50 pounds for loading or stacking totes and boxes. Will seldom push/pull with moderate force for pallet jack and occasionally use hand trucks using light force and up to frequently use hand trucks when performing driving/delivery tasks.

WORK ENVIRONMENT

Work is performed both in and out of doors and sometimes is performed under adverse weather conditions. The work involves extensive driving, heavy lifting, working from high/precarious places and around moving mechanical parts. Work schedules typically include an 8-hour days with starting times ranging from 00:01 AM to 6:00 AM and may include Saturdays and Sundays and early morning and late evening hours at community libraries during non-open hours.

Advancement Possibilities:

Outreach Technician/Driver

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR