

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

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

Job Code Number: **10386**  
Grade Number: **12, Represented**  
FLSA Status: **Non-exempt**

General Position Summary:

Lead position is responsible for coordinating driver routes and replacement drivers, truck maintenance, ordering of supplies and staging for delivery. Recommends driver hires and provides driver training. Oversees Automated Material Handling (AMH) crane and conveyor during the night operations or in absence of assigned staff.

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. Act as lead to Driver/Library Technicians, including assisting in the hiring process and providing on the job training.
2. Schedule substitute drives to assure fully staffed delivery routes while allowing regular drivers allotted time-off.
3. Oversee and manage ordering of supplies for truck operations. Coordinate truck maintenance schedules.
4. Prepare outgoing shipments. Sort staging prior to route schedules. Receive incoming shipments.
5. Drive non-KCLS routes to institutions, delivering loads and picking up items, for return to the Service Center.
6. Oversee AMH crane and conveyor operations. Troubleshoot minor problems and submits reports of solved problems and outstanding issues requiring further attention.
7. Maintain statistics on daily shipments.
8. Perform minor repairs to the vehicle and assure that proper fluid levels are maintained. Inspect vehicle and report any malfunctions or service requirements to the Manager.
9. Fill branch supply inventory requests.

Secondary Duties:

1. Secure buildings upon departure and report problems as appropriate.
2. Perform various clerical activities.
3. 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.

4. 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.

**Decision Quality**

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

**Accountability**

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

**Approachability**

Listens more than they talk; allows appropriate time for interactions; purposely builds rapport, sets positive tone and exhibits confidence by body language and speech. Maintains boundaries.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- High School diploma or GED equivalent.
- One to two years' experience driving up to 26,000 pounds GVW straight trucks.
- 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; working knowledge of KCLS delivery services and routes.
- Ability to remain calm and poised in all driving situations.

#### SPECIAL REQUIREMENTS

- Valid and clean Washington State driver's license with CDL endorsement.
- Position requires power experience to move warehouse inventory.

#### 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 some times is performed under adverse weather conditions. The work involves frequent driving, heavy lifting, working from high/precarious places and around moving mechanical parts. Work schedules typically include 8-hour days with starting times ranging from 3:00 AM to 6:00 PM and may include Saturdays and Sundays and early morning and late evening hours at community libraries during non-open hours.

#### Advancement Possibilities:

Assistant Manager – Material Distribution Center

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