

MONARCH LIBRARY SYSTEM

Part-time (up to 20 hours per week).

One position open: Route 3 is throughout Ozaukee County and part of Washington County (Home Base: West Bend, WI)

LIBRARY DELIVERY SERVICE DRIVER

Nature of work: Under supervision of the Administrative Assistant operates a delivery service among member libraries and maintains delivery vehicle.

ESSENTIAL JOB FUNCTIONS

Delivery Service Duties

Sorts books, correspondence, and other materials for libraries into delivery boxes.

Loads delivery vehicle with boxes in order of delivery.

Delivers and picks up boxes at member libraries.

Sorts materials picked up at member libraries for libraries along the route.

Records statistics periodically on types of materials carried.

Supply delivery supplies to member libraries when requested.

Sorts and delivers all incoming materials for departments in office.

Vehicle Maintenance Duties

Fill vehicle with fuel, and replenish fluids as needed.

Check tires for wear or damage and report to the Administrative Assistant at the system office.

Wash and clean vehicle

Other duties as assigned.

Essential knowledge, abilities and skills

Good driving skills.

Ability to lift boxes weighing up to 50 pounds.

Knowledge of delivery service area.

Ability to work independently after direction.

Ability to relate effectively with MLS staff, member library staff and the public.

Courteous to MLS staff, member library staff and the public.

Considerate and careful when handling library materials.

Essential knowledge, abilities and skills cont.

Good sorting and reading skills.

Ability to maintain schedule.

Essential training and experience

High school diploma or equivalent and valid Wisconsin Driver's License with a good driving record and the previous five years with no traffic offenses. This position involves driving a box truck and no CDL is required. Person must be bondable. Person must be in good physical health and be able to lift 50 pounds. Person must demonstrate knowledge of highways and roads in Dodge, Ozaukee, Sheboygan and Washington Counties.

Salary: \$16.71 per hour.

Benefits: 3.5 hours Holiday Pay.

Shift: Day shift. No nights.

Potential Work Days: 1-2 days/week, Monday to Friday

Work Location: In person

To apply, please submit your application to JobPostings@monarchlibraries.org. Interviews will be conducted until the positions are filled.