

## **MONARCH LIBRARY SYSTEM**

**Part-time (Maximum 20 hours per week)**

**Route 3 - Ozaukee County (Home Base: West Bend)**

### **LIBRARY DELIVERY SERVICE DRIVER**

Nature of work: Under supervision of the Administrative Assistant, driver delivers and picks up library materials at member libraries and maintains delivery vehicle. Scheduled for 1 to 2 days a week.

### **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 that may weigh up to 50 pounds each at member libraries.

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

Records statistics periodically on types of materials carried and mileage.

Deliver supplies to member libraries when requested.

Sorts and delivers all incoming materials for departments in system 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 all truck irregularities.

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.

Good sorting and reading skills.

Knowledge of delivery service area.

Ability to work independently after direction.

Ability to maintain schedule.

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 training and experience**

High school diploma or equivalent and valid Wisconsin Driver 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 but is a plus. Applicant must be bondable, in good physical health, and able to lift 50 pounds. Person must demonstrate knowledge of highways and roads in Dodge, Ozaukee, Sheboygan and Washington Counties depending on the route being assigned.

**Salary:** \$18.72 per hour.

**Benefits:** 3.5 hours Holiday Pay.

To apply, please submit your resume to [JobPostings@monarchlibraries.org](mailto:JobPostings@monarchlibraries.org). Interviews will be conducted until the positions are filled.

Job Type: Part-time

Pay: \$18.72 per hour

Expected hours: 8-10 hours per day. No more than 20 hours per week.

Shift:

- Day shift
- No nights

Work Days:

- Variable - Monday to Friday

Work Location: In person