



The Library Network

Libraries Working Together

41365 Vincenti Court, Novi, MI 48375
Phone: (248) 536-3100 Fax: (248) 536-3098
Online: <http://tln.lib.mi.us>

Job Posting Delivery Driver

24 Hours Per week (three 8 hour work days, Monday, Tuesday, Friday, day shift)

DEFINITION:

Position is responsible for the performance of routine tasks involved in the delivery of library materials, supplies and equipment. Positions are part-time.

DISTINGUISHING FEATURES:

Operates under the general supervision of the Distribution Supervisor, but most of the time is remote from any direct supervision.

EXAMPLES OF WORK: (Illustrative only)

Drives delivery vehicle. Delivers library material between the Cooperative Library and member libraries, and between member libraries. Responsible for sorting materials for delivery enroute, for loading and unloading materials and for the care of the delivery vehicle. Also responsible for sorting library materials on-site. Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, ABILITIES:

1. Ability to legally drive delivery vehicle.
2. Reliability and mature judgment are essential.
3. Ability to communicate and relate well with personnel at member libraries.
4. Ability to carry out verbal and written instruction.
5. Ability to lift to chest level, and carry, delivery tubs weighing up to 65 pounds.
6. Ability to sort by numeric and alpha codes.

QUALIFICATION FOR APPOINTMENT:

- High school diploma or G.E.D. holder
- Valid Michigan Motor Vehicle Chauffeur's license with clean driving record and maintain it while employed.
- Must pass Michigan DOT physical
- Experience driving a 2.5-ton step van truck is desired.

Hourly Rate: \$14.76

BENEFITS:

Paid holiday time, up to 6 days paid time off, per fiscal year.

Immediate opening – Submit application to: Judith Kozakowski, HR Manager, The Library Network, 41365 Vincenti Ct., Novi MI 48375. Application online at <http://tln.org>, under TLN Job Board. Submit via email at: jkozakowski@tln.lib.mi.us, in person, mail, or fax (248) 536-3099. Applications accepted through November 30, 2020.

Due to Covid-19 safety protocols, employees are required to wear a mask, and submit a daily Covid-19 employee self-screening questionnaire.