

Job Description: Delivery Driver - available immediately
Grade: 6 Full-time position with benefits. 35 Hours per week.

Essential Functions:

1. Loads delivery vehicle and delivers books and materials to assigned locations following a regularly scheduled route
2. Makes additional deliveries or pick-ups outside scheduled route as assigned
3. Sorts library materials into appropriate bags, totes or bins for delivery
4. Monitors delivery van for routine maintenance or service, as needed
5. Trains substitute drivers
6. Performs other duties as assigned

Required Knowledge:

1. Knowledge of established delivery practices and procedures, including ability to sort materials accurately
2. Ability to safely operate assigned vehicle
3. Ability to accurately follow instructions and finish tasks in a timely fashion
4. Ability to operate associated trade tools and equipment
5. Ability to keep accurate records and logs

Education and Experience:

1. Valid driver's license, with good driving record; CDL a plus
2. High school diploma or G.E.D.
3. One year of experience preferred

Physical and Environmental Conditions:

Work routinely requires lifting of heavy item such as carts or crates full of books, up to 50 pounds. In addition to stooping, bending, assuming awkward positions and sitting for long periods of time.

Work requires discomforts from exposure to less than optimal temperature and air conditions. Job involves dealing with modestly unpleasant situations such as extreme hot or cold temperatures and/or extensive use of vehicle.

Eastern Shore Regional Library is an Equal Opportunity Employer. Accepting applications until May 19th. Applications and resumes can be emailed to personnel@esrl.org or mailed to:

Eastern Shore Regional Library
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Suite 116-B
Salisbury, MD 21804