



Illinois Heartland Library System

Job Description

Position Title: Courier Driver

FLSA: Non-exempt

Location: All

Employee Type: Full-time or Part-time

Pay Type: Hourly

Fiscal Classification: Support Services

Salary Grade: 2

Summary:

Courier Drivers are a critical component to the provision of customer service. This position delivers books and other library materials to and from member libraries and may be required to sort library materials. Courier Driver services are provided Mondays through Fridays.

Essential Duties & Responsibilities:

- Drive, load, and unload van weighing less than 16,000 pounds gross vehicle weight.
- Drive a scheduled pickup and delivery route, sometimes entering unattended buildings.
- Obey traffic laws and follow established traffic and transportation procedures.
- Read maps and follow written and verbal geographic directions.
- Inspect van and van equipment, such as mirrors, lights, gas gauge, temperature gauge, tires, turn signals, and brakes to ensure that vehicles are in proper working condition.
- Report any mechanical problems encountered with vehicles.
- Report delays, accidents, or other traffic/transportation situations per IHLS protocol.
- Use professional communication methods.
- Attend workshops and participate in training.
- Participate proactively as part of the IHLS team.
- Ability to follow security measures for libraries including arming and disabling alarms and properly locking and unlocking doors.
- Any duties, as assigned.

Supervised by: Operations Manager/Area Manager

Supervises: None

Licenses or Certifications Required: Must have a valid driver's license and current automobile insurance.

Knowledge, Skills and Abilities

- Ability to work independently.
- Ability to sort books and library materials based on established location codes.
- Ability to frequently lift tubs of books and other library materials.
- Ability to drive daily on established routes and follow established laws and safe driving procedures.
- Ability to assume responsibility for entering unattended delivery sites using an alarm or key.
- Excellent oral communications skills for the purposes of conveying information and instructing others while maintaining a strong customer service focus.
- Display professional business attitude with a pleasant demeanor while working in a customer service-oriented organization.

Courier Driver (continued)

- Knowledge of how to use a personal computer and basic knowledge of Microsoft Office programs.

Education and Experience

- Some High School
- 3-year driver's license holder
- Must be 25 years of age at time of hire

Working Conditions:

Most of the work is performed driving a van and assisting in the delivery and pick up of library materials. Occasionally may encounter rain, snow, or ice. Sorting and loading of library materials may occur indoors and outdoors.

Telecommuting:

This position does not allow for telecommuting.

Physical Requirements:

- This position requires extensive periods of sitting while driving up to 400 miles daily. It also requires repetitive use of arms and legs and moving the whole body, such as standing, climbing, lifting, balancing, walking, stooping, reaching, pushing, grasping, hearing, and talking.
- Requires ability to shelve materials up to a height of 6 feet and/or bending to ground-level while sorting items by library code.
- Requires the ability to exert up to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move object, including but not limited to books, tubs, or bags of library materials.
- Required to carry tubs of books and other materials up to 40 pounds approximately 50 feet.
- Clarity of vision at 20 inches or less with ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet.
- Ability to effectively use a computer and check emails.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved 2013

Courier Driver (continued)

Revised June 2014

Revised May 2016

Revised April 2021