

Job Description

Van Driver

VT | POS #100007768

Direct Report	Library Director	Grade	Gr-U6 \$19.25hr - \$24.04hr
Department	Library	FLSA	Non-Exempt
Division	Main Library	Bargaining Unit	Non-Union
Date	July 2024	Location	Main Library -Pleasant St.

Homeland Security Emergency Status: Non-Essential

Safety Classification: Non- Safety Position

Summary

This position provides delivery of Library Materials between New Bedford Public Library locations.

Supervisory Responsibilities

Supervision Scope: This position has no formal supervisory responsibilities.

Supervision Received: Works under the direction of the Library Director.

Supervision Given: This position has no formal supervisory responsibilities.

Essential Function

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Adheres to driving policy, including seat belt safety.
2. Loading and unloading of bins, boxes and bags containing books and other library materials.
3. Delivering and receiving from all New Bedford Library locations.
4. Locks and secures vehicle when leaving unattended.
5. Keeps vehicle clean and maintained; reports any problems immediately to the City garage in coordination with Library Director.
6. Assists Department staff with miscellaneous tasks if time remains before the end of shift.
7. Provides effective and efficient customer service and promotes and maintains responsive community and working relations.
8. Performs related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the City of New Bedford and employee and is subject to change by the City as the needs of the City and requirements of the job change.

Competencies

Leadership	Independent Judgement	Thoroughness & Attention to Detail
Communication Proficiency	Customer Service	Organizational Skills
Public Speaking	Expert Reporting	Budget Management

Job Description

Minimum Qualifications

Education and Experience

- Graduation from High School or GED equivalent
- Driving experience required.
- Valid driver's license in good standing.
- Any equivalent combination of education and experience.

Required Skills and Abilities

- Knowledge of streets/roads and community.
- Ability to drive and operate a delivery van safely and comfortably.
- Establish and maintain effective working relationships with supervisors, coworkers, and the public.
- Bilingual preferred but not required.
- Skills in customer service.
- Skills in driving a shuttle van.

Tools and Equipment Used

City vehicles, computers, calculators, phones, copy machines, and other general office equipment.

Work Environment

Work is performed primarily in a vehicle and in an office setting. Workload and stress levels vary dramatically. The **Van Driver** makes constant contact with other staff, members of the public and City departments. This requires excellent customer service skills. The **Van Driver** has access to confidential information about employees and other sensitive information and is expected to operate in an environment where errors can be costly with regard to efficiency of the operation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in a vehicle. Specific vision abilities required by this job include close vision, prolonged visual concentration, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.

Job Description

The employee is occasionally exposed to adverse weather and other unpleasant conditions, such as heat, cold, wetness and humidity. The employee must occasionally lift and/or move up to fifty (50) pounds.

Work Hours

This is a variable time non-exempt position a varied schedule.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.