

**SOUTHWEST WISCONSIN LIBRARY SYSTEM**  
**JOB Description**

**POSITION:** Part-time Driver I

**CLASSIFICATION:** Irregular Part-time, Non-Exempt

**LAST REVISION:** 2014

**REPORTS TO:** Library and System Services Coordinator

**PRIMARY TASKS:**

- Delivering library materials on scheduled routes within the SWLS five-county area
- Sorting, packing and vehicle loading of library materials

**ESSENTIAL FUNCTIONS:**

1. Delivering library materials on scheduled routes within the SWLS five-county area  
Operating a cargo van on highway and city streets, loading bins and other delivery items in and out of van and in and out of public libraries and schools.
2. Sorting, packing and vehicle loading of library materials  
Sorting and repacking library materials in bins for stops later on route, sorting library materials into appropriate bins for next delivery, sorting and positioning loaded bins for next scheduled delivery, loading cargo van for delivery.
3. Van Maintenance, and record keeping  
Keeps Library & System Services Coordinator informed regarding need for routine maintenance, major repair, or replacement of van equipment, including tires.  
Records vehicle mileage accurately.  
Shares information about delivery practices, special requests, and concerns with coordinator and delivery team.

**EDUCATION AND EXPERIENCE:**

1. High school diploma or GED.
2. Valid Wisconsin operator's license. Ability to obtain a Wisconsin Commercial Driver's License if necessary.
3. Preferred: some experience operating commercial automotive equipment, preferably vans or larger vehicles.

**KNOWLEDGE AND ABILITIES:**

1. Ability to drive a van safely and efficiently.

2. Ability to read and interpret highway and street maps and written instructions.
3. Ability to work independently, organize and prioritize work, respond to varied and changing work demands.
4. General knowledge of the SWLS five-county area.
5. Knowledge of laws and regulations for the operation of motor vehicles.
6. Ability to implement safe driving habits and procedures.
7. Knowledge of routine maintenance requirements for automotive equipment.

#### **PERSONAL CHARACTERISTICS:**

1. Friendly, but professional.
2. Good interpersonal communication skills.
3. Ability and willingness to learn.
4. Flexible and adaptable to a changing work environment.

#### **PHYSICAL DEMANDS OF THE POSITION:**

1. Ability to work in confined spaces
2. Bending/twisting and reaching
3. Far vision at 50 feet or further; near vision at 20 inches or less
4. Fingering: keyboarding, writing, sorting and processing
5. Handling: picking up, filing, and shelving materials
6. Lifting and carrying: 75 pounds or less
7. Pushing and pulling: objects weighing a minimum of 100 pounds on wheels
8. Sitting, standing, walking, climbing, and stooping
9. Talking and hearing: use of the telephone

#### **MENTAL REQUIREMENTS:**

1. Ability to apply technical knowledge
2. Ability to comprehend, follow instructions
3. Ability to deal with abstract and concrete variables
4. Communication skills: effectively communicate ideas and information in both written and verbal form
5. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division)
6. Reading ability: effectively read and understand information on shipping tags and in manuals, reports, and bulletins
7. Time managements: set priorities in order to meet assigned deadlines

**EQUIPMENT USED:**

Delivery van, hand cart, cell phone and computer

**WORK ENVIRONMENT:**

Cargo van on highway and city streets, public libraries and office environments

The characteristics 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.

The functions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of functions 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 employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SWLS is an equal opportunity employer.