



Employment Opportunity

Delivery Driver/Maintenance Worker (Afternoon Shift)

Central Services, St. Peters, MO

We are seeking a part time Delivery/Maintenance Worker to support our facilities. Delivery/Maintenance Workers will help to maintain the day-to-day operations of our Library by providing delivery services of materials to our facilities. Work will be performed using a cargo van, to deliver materials on an established route throughout St. Charles County. In addition to delivery services you may assist with repairs and light maintenance in the branches and Central Services building. You will assist with special projects related to delivery, facilities and maintenance as necessary.

Requirements:

- Sufficient vision to read small print and traffic signs
- Ability to perform repetitive tasks
- General and semiskilled maintenance skills
- Ability to lift, carry, push or pull up to 75 pounds and to climb ladders as necessary
- High School Diploma or GED required
- Valid Missouri Class E Driver License (or ability to obtain) with a good driving record
- Must be bondable

Part time employees enjoy a partial benefit package that includes paid time off and a deferred compensation plan with employer match. Pay rate is \$14.83 per hour.

Schedule: *Monday through Friday, 11:30am- 5:00pm, with a 9:00am-3:00pm Saturday shift (rotates between 4 drivers)*

This schedule is on a two-week rotating schedule, one week on, one week off

Advertised schedule may change based on the operational needs of the Department. Applicants should have some flexibility in their schedules to accommodate schedule changes as needed.

Our eleven library branches serve all residents of St. Charles County by providing a robust collection of materials, many classes and events, and superior customer experiences! Every day we get to live our mission: to inspire, to inform and to enhance connections across St. Charles County! The future looks bright- join us!

For priority consideration submit a cover letter, application along with a [SCCCL Application](#), by Monday, January 15, 2024. Application materials can be emailed to jobs@stchlibrary.org, or mailed to SCCCL, Human Resources Department., P.O. Box 529, St. Peters, MO 63376. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received. When applying please designate which schedule you are interested in.

We appreciate your interest in the Library, but due to the high volume of responses, we may only be able to contact those applicants that we wish to interview.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

1/5/24-1/15/24

Please see the following job description for more information.

Description Number: 091
Position Title: Delivery/Maintenance Worker
Salary Grade: 9
FLSA Classification: Nonexempt
Reports To: Facilities Manager
Revision Date: 08.08.2022

Position Summary

Performs delivery service for all library materials and mail within the Library and to agencies outside of the Library. Assists with repairs and light maintenance in library branches and Central Services. Receives general direction from immediate supervisor, but acts independently to perform delivery duties and routine repairs.

Essential Functions

1. Delivers library materials, supplies and mail to all branches and Central Services on a daily basis.
2. Special deliveries as needed for special events or projects
3. Pick up and deliver books to the storage area for the Friends of the Library.
4. Responsible for general maintenance of the Library vehicles.
5. Inform Facilities Manager of schedule changes that may affect deliveries.
6. Assist the branches with minor facilities concerns.

Duties

1. Keep vans clean, organized, and in good working order.
2. Follow established routes to ensure timely delivery of materials.
3. Assist other departments with day to day operations in areas related to facilities and delivery.
4. Assist with special events or projects in areas related to facilities and delivery.
5. Follow procedures for maintaining the vehicles.

Skills

1. Ability to organize boxes of materials in a cargo van for deliveries.
2. Ability to follow verbal and written directions.
3. Ability to interact in a courteous professional manner with all customers.
4. Basic office skills for using email, electronic timesheets, and postage meters.
5. Ability to perform tasks at a steady pace and meet established quotas.
6. Basic general maintenance skills.
7. Observe legal and defensive driving practices.

Essential Physical Abilities - Accomplished with or without reasonable accommodation.

1. Work is performed while standing, stooping, walking, and sitting in a cargo van.
2. Ability to lift, carry, push or pull up to 75 pounds.
3. Ability to perform repetitive bending and stretching to load and unload vans.
4. Sufficient clarity of speech and hearing to communicate well with customers.
5. Sufficient vision to perform detailed work, read small print, or see traffic signs.
6. Ability to move throughout the area making deliveries.

Education and Experience

1. High school diploma or GED.
2. Valid Class E Missouri license with good driving record.
3. Must be bondable.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.