DRIVER/COURIER - LIGHT MAINTENANCE POSITION

Reports to: Executive Director
Department: Maintenance
Date Approved: ____________________

General Description
This position is part of the Maintenance staff of The Hayner Public Library District. An employee in this position performs driving-related tasks, including but not limited to, making pickups, deliveries and running all errands. Performs light maintenance tasks and other related maintenance/courier related work as may be assigned on an ongoing and as-needed basis.

Duties & Responsibilities
• Drives a library-owned or leased vehicle under three-ton capacity
• Makes multiple, daily material transfers among all library locations
• Drives deposits and change requests to bank for immediate processing
• Delivers/retrieves any/all other items, materials, etc. as may be delegated without regard to time and distance involved
• Performs manual labor necessary to the completion of assigned tasks such as performing landscape and grounds maintenance related tasks such as lawn mowing and snow removal
• Performs light maintenance tasks
• Cleans and maintains tools used on the job
• Performs all other duties as may be assigned

Education & Skills
• A high school diploma or GED is required.
• A valid Illinois Driver’s License demonstrating at least three years of violation-free driving is required.
• Must be self-starter and able to work independently

Physical Demands
• Vision correctable to 20/40
• Must be able to work at varying heights via ladders/scaffolding
• Must be able to tolerate extreme outdoor temperatures
• Must be able to lift, carry, and/or push an average of 50 pounds unassisted

Working Conditions
• May be required to work any combination of days and hours from Sunday to Saturday
• Work is indoors in a temperature controlled, office environment as well as outdoors in all types of weather conditions.

Special Note
Due to the physical nature of this position, maintenance personnel will be sent for an annual physical, conducted by a physician of the library district’s choice and at the library district’s expense.

Signed: __________________________________