

Position title: **COURIER/MAINTENANCE ASSISTANT**

Grade Level: 4

General Statement of Duties:

Reporting to the Facilities Supervisor, the Courier/Maintenance Assistant has primary responsibility for transporting library materials and property to and from the main facility to the west branch. He/she also assists the Facilities Supervisor with setting up rooms for programs and events; assembling and/or moving book shelves, cabinets, furniture, etc.; performing light maintenance tasks; and picking up supplies as needed.

Essential Duties:

Utilizing safe driving practices and obeying traffic laws, drive the library van or other designated vehicle to collect and deliver materials between the main library and the west branch daily or as assigned.

Represent the Library in a professional manner when interacting with patrons, staff, volunteers, vendors, contractors, and others.

Perform daily inspection of the van in advance of operation; purchase gasoline and other basic maintenance services as authorized; immediately report any vehicle problems to the Facilities Supervisor.

As requested, pick up parts and/or supplies from area vendors.

Safely and efficiently load and unload library materials, equipment, supplies or other property.

Set up/take down chairs, tables, carts and/or other equipment for library programs as assigned.

As needed or in the absence of cleaning personnel, perform custodial duties that may include vacuuming; mopping wet floors due to spills, leaks or inclement weather; removing snow from building entrances and distributing ice melt; removing and disposing of debris on sidewalks and grounds.

Assist the Facilities Supervisor with moving shelves, furniture or other heavy objects.

Perform other job-related duties as assigned.

Minimum Qualifications:

High school diploma or equivalent

Valid Indiana operator's license and good driving record

Excellent interpersonal skills and customer service attitude

COURIER/MAINTENANCE ASSISTANT

Page 2

Excellent verbal and written English communication skills

Ability to work cooperatively and positively with a wide variety of patrons and coworkers

Ability to be flexible and embrace change

Ability to follow library policies and procedures

Ability to be self-directed and work with minimum supervision once given specific tasks

Ability to be on time and dependable

Physical Demands

Good eyesight, hearing, and manual dexterity

Ability to bend, kneel, stoop, and reach to load/unload the vehicle

Ability to lift and carry bags and/or boxes of library materials and other supplies/objects

Physical stamina to operate a vehicle for extended periods of time, load and transport materials

Ability to work and drive in inclement weather