

Allegany County Library System
31 Washington Street
Cumberland, MD 21502
301-777-1200

VACANCY ANNOUNCEMENT

POSITION: Delivery Driver – Part Time, contractual

SALARY RANGE: Grade 3 , \$12.50 - \$17.14 per hour

NATURE OF WORK: Operates library delivery van, making pickups and deliveries to/from all library locations to ensure timely movement of mail and materials. Loads and unloads van for deliveries to library agencies, lifts totes weighing up to 65 pounds. Sorts materials for delivery to proper location. Makes other stops as assigned within the county and out. Keeps library vehicle fueled, clean and in good working condition. Reports any problems to the Director of Administrative Services. Keeps record of maintenance work for van. Reads written directions. Makes traffic-related decisions while driving. Understands and obeys all traffic laws. Determines course of action in the event of a breakdown of vehicle, deteriorating road conditions in poor weather or other situations where consultation with supervisor is impossible. Performs or secures service for routine maintenance to truck including washing, fueling, changing flat tires, changing oil, etc., as needed.

REQUIRED SKILLS AND ABILITIES: Ability to read and understand the English language at a sufficient level to read operating manuals, repair manuals, instructions on cleaning materials and paint cans. Must be able to communicate effectively, accept direction, follow instructions, and work with others.

MINIMUM QUALIFICATIONS: High School Diploma. Two years of experience in related field or trade. Or a combination of suitable education and experience may be substituted. Must have a valid driver's license with good driving record and be in good physical condition.

CONDITIONS OF EMPLOYMENT: Physical capability to effectively use and operate various items and equipment related to successful performance of job. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, pushing, and pulling. Employee must be willing to work in inclement weather and under adverse work site conditions. Overtime may be required. Possession of a valid Driver's License. Driving record will be evaluated as a condition of driving library vehicles and employment.

APPLICATION DEADLINE:

Friday November 11th, 2022.

HOW TO APPLY:

Submit a letter of application and resume with names and contact information for three (3) current references to Andrea Everett, Allegany County Library System, 31 Washington Street, Cumberland, MD 21502 or email: aeverett@alleganycountylibrary.info

Allegany County Library System is an equal opportunity/affirmative action employer.