



## Illinois Heartland Library System

### Position Title: **Courier Driver**

**FLSA:** Non-exempt

**Location:** Edwardsville/Champaign/Carbondale

**Employee Type:** Full-time or Part-time

**Pay Type:** Hourly

**Fiscal Classification:** Support Services

**Salary Grade:** 2

### **Summary:**

Courier Drivers are a critical component to the provision of customer service. These positions sort and deliver books and other library materials to and from member libraries. Courier Driver services are provided Mondays through Fridays.

### **Essential Duties & Responsibilities:**

- Drive, load, and unload van weighing less than 16,000 pounds gross vehicle weight.
- Drive a scheduled pickup and delivery route, sometimes entering unattended buildings.
- Obey traffic laws and follow established traffic and transportation procedures.
- Read maps and follow written and verbal geographic directions.
- Inspect van and van equipment, such as mirrors, lights, gas gauge, temperature gauge, tires, turn signals, and brakes to ensure that vehicles are in proper working condition.
- Report any mechanical problems encountered with vehicles.
- Report delays, accidents, or other traffic/transportation situations per IHLS protocol.
- Use professional communication methods.
- Attend workshops and participate in training.
- Participate proactively as part of the IHLS team.
- Ability to follow security measures for libraries including arming and disabling alarms and properly locking and unlocking doors.
- Any duties, as assigned.

**Supervised by:** Operations Manager/Area Manager

**Supervises:** None

**Licenses or Certifications Required:** Must have a valid driver's license and current automobile insurance.

### **Knowledge, Skills and Abilities**

- Ability to work independently.
- Ability to sort books and library materials based on established location codes.
- Ability to frequently lift tubs of books and other library materials.
- Ability to drive daily on established routes and follow established laws and safe driving procedures.
- Ability to assume responsibility for entering unattended delivery sites using an alarm or key.

Courier Driver (continued)

- Excellent oral communications skills for the purposes of conveying information and instructing others while maintaining a strong customer service focus.
- Display professional business attitude with a pleasant demeanor while working in a customer service-oriented organization.
- Knowledge of how to use a personal computer and basic knowledge of Microsoft Office programs.

**Education and Experience**

Some High School  
3-year driver's license holder

**Working Conditions:**

Most of the work is performed driving a van and assisting in the delivery and pick up of library materials. Occasionally may encounter rain, snow, or ice. Sorting and loading of library materials may occur indoors and outdoors.

**Telecommuting:**

This position does not allow for telecommuting.

**Physical Requirements:**

This position requires extensive periods of sitting while driving up to 400 miles daily. It also requires repetitive use of arms and legs and moving the whole-body including standing, climbing, lifting, balancing, walking, stooping, reaching, pushing, grasping, hearing, and talking.

Requires the ability to exert up to 40 pounds of force occasionally to lift, carry, push, pull or otherwise move objects, including but not limited to books and other library materials.

Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20.

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

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**Employee (Print Name)**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor (Print Name)**

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**Supervisor Signature**

\_\_\_\_\_  
**Date**

**Approved 2013  
Revised June 2014  
Revised May 2016  
Revised April 2021**