

POSITION: Delivery Driver / Maintenance

REPORTS TO: Maintenance Supervisor

POSITION SUMMARY: Operates and maintains library vehicle to provide service to 14 member libraries throughout Cambria County. Also performs general routine maintenance assistance of the library building's three floors and outside grounds. Ability to open and the close the library. Act in a security capacity.

20 hours a week, plus one Saturday a month.

DUTIES:

1. Drive delivery van in safe and professional manner.
2. Maintain delivery van by keeping it clean and serviced.
3. Sort various items and materials traveling between libraries.
4. Set up and tear down tables/chairs in community meeting room.
5. Mop stairwells, floors and hallways.
6. Restroom cleaning and upkeep.
7. Empty books from outside drop box and deliver to front desk.
8. Monitor parking lot when needed.
9. Minor snow removal and salting.
10. General building patrol of all three floors, including asking any patrons who won't abide by library rules and regulations to leave the premises; call police when necessary.
11. Open building for business before start of daily operations.
12. Perform closing duties, including securing building at end of daily operations.
13. Other duties as assigned.

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Valid PA driver's license
3. Mechanical aptitude
4. Ability to communicate well

Physical demands

Considerable walking in the work area
Able to sit and stand for long periods of time
Able to lift or move 80 lbs
Crouching (bending of the knees)
Stooping (bending at the waist)

Interested candidates should submit application and resume to campub@cclsys.org.