

**CORPORATION OF THE COUNTY OF MIDDLESEX  
POSITION DESCRIPTION**

<b>Title:</b>	Delivery Driver/Maintenance Worker
<b>Department:</b>	Library
<b>Reports to:</b>	Director of Library Services/CEO
<b>Positions Supervised:</b>	N/A
<b>Effective Date:</b>	May 2023
<b>Authorized:</b>	Director of Library Services/CEO

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**POSITION SUMMARY**

Reporting to the Director of Library Services/CEO, the Delivery Driver/Maintenance Worker is responsible for delivering and picking up of materials and supplies for the library branches in the Middlesex County Library service in a timely, efficient and safe manner. The Delivery Driver/Maintenance Worker will also perform repairs and installations at the library branches.

**PRINCIPAL RESPONSIBILITIES**

1. Responsible for the delivery and pick up of materials and supplies for the library branches service in a timely, efficient and safe manner.
2. Loads, unloads and sorts materials and supplies upon delivery at the Library branches.
3. Performs minor repairs and installations at the library branches, including but not limited to, moving furniture, dismantling and erecting shelving, setting up equipment, and the occasional clearing of snow from Library walkways as directed.
4. Obtains quotes/estimates of repairs required by an external repair service as required. Advises the Director of Library Services/CEO of same.
5. May conduct basic receiving duties for supplies, furniture, and other items.
6. Works in a manner and with the protective devices, measures and procedures required by the County of Middlesex and the Occupational Health and Safety Act and Regulations.
7. Assists with special projects consistent with job responsibilities as assigned by the Director of Library Services/CEO.
8. Other duties consistent with job responsibilities.

**CONTACTS**

**Internal**

Director of Library Services  
Public Services Coordinator  
Technical Services Coordinator  
Early Years Project Manager  
Library Supervisors  
Library Staff

**External**

Municipal staff

## **WORKING CONDITIONS**

- Works 50 hours per two week period.
- May be required to work occasional irregular hours because of emergencies or projects.
- May work alone without other onsite staff.

## **Tools and Equipment**

Vehicle, approved footwear.

## **Physical Requirements**

Work involves moderate physical strain such as: lifting, carrying, pulling, pushing of heavy or awkward objects.

## **MINIMUM QUALIFICATIONS**

1. Completion of Grade 12 secondary school program (OSSD diploma) or equivalent.
2. A valid driver's license with a clean driving record and access to a reliable vehicle.
3. Access to a personal vehicle that can accommodate boxes of library materials, supplies, furniture, etc.
4. Strong interpersonal skills combined with good written/verbal communication skills.
5. Ability to work independently and collaboratively in a team environment.
6. Previous driving and maintenance experience required.
7. Basic computer skills.