



NOTICE OF POSITION VACANCY AN OPENING EXISTS FOR:

POSITION: PART-TIME DELIVERY DRIVER/MAINTENANCE WORKER
LOCATION: ALL BRANCHES & STRATHROY HEADQUARTERS

PAY RATE: \$24.82 start - \$29.04 job rate hourly
plus 4% vacation pay– no other benefits

HOURS OF WORK: Anticipated to be 2 days per week (Mondays and Fridays, 9am-2pm). The incumbent will provide vacation/absence coverage for the other delivery position. All part-time positions are capped at 25 hours per week.

NOTE: Additional hours may be required to attend staff meetings or training sessions.

EDUCATION

REQUIREMENTS: Minimum of a secondary school diploma

POSITION DESCRIPTION:

Please refer to the Job Description attached to this posting.

Your resume plus a letter indicating why you are interested in the position will be accepted by the undersigned up to:

12:00 noon on Tuesday, July 16th 2024, **via email only** to librarian@middlesex.ca .

You will receive a return email acknowledging receipt. Following this, only applicants selected for an interview will be contacted.

Lindsay Brock
Director of Library Services/CEO
Middlesex County Library Board

Middlesex County is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Accessible formats or communication supports are available upon request. Please contact Lindsay Brock, Director of Library Services, 519-245-8237 x 4022.

Posted Wednesday, July 3rd, 2024

APPENDIX "A"
JOB DESCRIPTION

CORPORATION OF THE COUNTY OF MIDDLESEX
POSITION DESCRIPTION

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

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

External

Municipal staff

Library Supervisors
Library Staff

WORKING CONDITIONS

- Works up to 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. Strong interpersonal skills combined with good written/verbal communication skills.
4. Ability to work independently and collaboratively in a team environment.
5. Previous driving and maintenance experience required.
6. Basic computer skills.