



Job Description Van Driver /Custodian

Department: Maintenance
Reports To: Head of Circulation & Building Services
Job Classification: Full-Time, Regular, Non-Exempt, Salary Range \$10.00-\$16.00/hour

Job Summary: Under the general supervision of the Head of Circulation & Building Services, this combined position primarily performs the job of a custodian. The Van Driver/Custodial duties include, but are not limited to, van duties including sorting, loading, delivering, and unloading boxes and/or crates of books and other material to library locations throughout the Library System and maintaining the cleanliness, general appearance, and upkeep including minor repairs of the Licking County Library and Emerson R. Miller Branch.

Mission: We will serve our community by providing fun and educational experiences through our customer-focused staff and technology. The Van Driver/Custodian supports that mission by ensuring that the library facilities and grounds are neat, clean, safe, and inviting to the community and staff while insuring that delivery of material throughout the Library System is in a timely manner.

Personal & Professional Attributes: All Licking County Library employees are expected to exercise sensitivity when working with others, display common sense and good judgment, actively promote the Library to the public, uphold the highest level of confidentiality, honesty and integrity, and represent the Library in a positive and professional manner at all times.

Core Technology Competencies: All Licking County Library employees must have a demonstrated working knowledge of computer operations, standard office equipment (copiers, faxes, etc.) and must be able to perform simple searches on the Library's online catalog. In addition, all employees must be able to prepare basic documents using a word processing program and have the ability to comprehend and explain to others all Library services including those relating to e-media and e-media devices.

General Requirements: Along with the commitment and desire to provide excellent service to library patrons, all Licking County Library employees must have the ability to maintain predictable and regular attendance, work a flexible schedule including daytime, evening and weekend hours, communicate, comprehend and follow Library policy and procedure and develop and maintain positive working relationships with all internal and external stakeholders. All employees must be able to understand library wide operations, satisfactorily perform all of the responsibilities associated with a specific job title and meet the physical requirements of that same job title. All employees must have the ability to alphabetize and perform basic math operations. In addition, all employees must have the ability to work according to the priorities as established by Library Administration and/or the Library Board of Trustees and to adapt to change as necessary.

Minimum Education, Experience, and Licensing Requirements:

- High school diploma or equivalent required.
- One year custodial, grounds keeping, and maintenance experience, or an equivalent combination of education, experience, and training.
- Valid Ohio driver's license and access to a vehicle to provide own transportation when participating in off-site Library business and when the Library van is not available.
- Must successfully pass a background check.

Minimum Knowledge, Skills, Abilities, and Other Characteristics

- Ability to perform Van Driver duties.
- Excellent verbal, written, and telephone skills.
- Ability to establish and maintain effective relationships with patrons, staff, and the general public.
- Keyboarding, filing, basic math, and alphabetizing skills.
- Ability to operate Library computer terminal and other equipment.
- Ability to follow verbal and written instructions.
- Ability to perform several tasks simultaneously and under pressure.
- Ability to work independently and with a team.
- Ability to perform detail-oriented duties accurately.
- Ability to organize and prioritize workload.
- Knowledge of and willingness to follow and enforce Library policies, procedures, and techniques.
- Ability to maintain confidentiality of information handled.
- Ability to recognize and respond to potential dangers to patrons and staff.
- Ability to perform the physical activities associated with this job including the strength to lift and move materials weighing more than 50 lbs.
- Knowledge of custodial, grounds keeping, and maintenance equipment, tools, and work methods.

Essential Duties:

- Van Driver duties include (but are not limited to): sorting, loading, delivering, and unloading boxes and/or crates of books and other library material to library locations throughout the Library System and other work related stops that may be required such as the Board of Elections.
- Cleaning duties include (but are not limited to): cleaning glass and other surfaces including tables, chairs, shelves, walls and other surfaces, dusting, vacuuming, stocking and cleaning restrooms, sanitizing, replenishing paper supplies and soap, setting-up and/or breaking down meeting rooms, replacing light bulbs and/or ballasts, replacing furnace filters, cleaning and spot cleaning carpets and upholstery, sweeping and mopping floors and other hard surfaces, attending to spills, vomit and other incidents that require immediate clean up, and emptying and cleaning trash cans.
- Grounds keeping duties include (but are not limited to): removing debris, trimming shrubbery, raking leaves, mowing and trimming, pulling weeds, gathering trash, emptying smoker stations and keeping sidewalks free of snow and ice.
- Secure building at closing.
- Perform minor repairs to equipment and notify Head of Circulation & Building Services for involved projects.
- Track and request cleaning and paper supplies.
- Assist Maintenance Specialist with special projects.
- All other duties as needed or as assigned.

Additional Duties:

- May unlock library and turn on lights, run errands, gather and deliver items to recycling center, and serve as a substitute Van Driver.
- May attend library continuing education activities or represent Library at conferences and area events.
- May represent library at community outreach events such as parades, festivals, etc.

JOB TITLE: Van Driver/Custodial

PHYSICAL DEMANDS WORKSHEET

STRENGTH		MOBILITY		SENSORY/PERCEPTUAL	
Lifting	Yes	Throwing	No	Hearing	
Maximum Weight	50lb	Sitting	Yes	Conversation	Yes
Pushing	Yes	Standing	Yes	Sounds	Yes
Maximum Weight	300lb	Walking	Yes	Vision	
Carrying	Yes	Climbing	Yes	Far	Yes
Gripping	Yes	Stooping	Yes	Near	Yes
Pulling	Yes	Bending	Yes	Color	Yes
		Crouching	Yes	Depth	Yes
Reaching		Kneeling	Yes	Perception	
Above shoulders	Yes	Crawling	Yes	Spatial	Yes
To Floor Level	Yes	Twisting	Yes	Form	Yes
		Balancing	Yes	Feeling	Yes

WORK ENVIRONMENT				ACCESSIBILITY	
Inside Work	Yes	Traveling	Yes	Doors	Yes
Outside Work	Yes	Working Alone	Yes	Aisles	Yes
Hot/Cold	Yes	Working in a Group	Yes	Tables	Yes
Fumes	Yes	Interacting w/Public	Yes	Telephones	Yes
Hazards				Staff Room	Yes
Machines	Yes	Operate		Public Restrooms	Yes
Electrical	Yes	Equipment	Yes	Drinking Fountain	Yes
Sharp Tools	Yes	Telephone	Yes	Parking	Yes
Slippery Floors	Yes	Computer	Yes		
Congestion	Yes				
Heat/Cold	Yes				
Dust/Vapor	Yes				

Understanding & Agreement: The job description reflects the general information considered necessary to describe the essential functions of the job, and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under her/his supervision. The use of a particular expression describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty.

Revised: June 1, 2012

Board Approved: September 7, 2012

I understand and will effectively perform the duties & requirements specified in this job description.

Employee

Date