



Courier

DEPARTMENT:	Courier
GRADE:	40
CLASS CODE:	3070
FLSA STATUS:	Non-Exempt
UNION STATUS:	Represented
REVISED DATE:	June 2019

Summary:

Under general supervision, transports and delivers items and supplies throughout the Timberland Regional Library District.

Reporting Relationships and Team Work:

Receives daily direction and supervision from the Courier Supervisor. This position reports to the Operations Director.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Participates in the timely delivery and pick up of district library supplies and collection materials, including library equipment, boxes of books, deposits, receipts and other materials.
2. Coordinates with library personnel regarding transport needs.
3. Secures library facilities through the use of door keys and alarm systems.
4. Conducts daily vehicle inspections and monitors for safety and general operating condition, including checking vehicle tire pressure, monitoring fluid levels, and performing minor vehicle maintenance (such as replacing light bulbs and windshield wipers) as-needed.
5. Arranges for routine vehicle servicing and maintenance.
6. Sorts incoming and outgoing materials at the Service Center and in branch locations.



7. Actively participates in collecting data regarding the flow of library materials throughout the district.
8. Performs other duties as assigned or required.

Core Skills and Qualities:

Complete definitions are included on the TRL evaluation form. Employees are expected to demonstrate the following qualities at all times:

1. Establishing and maintaining effective working relationships with other Library and department staff, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Communicate effectively verbally and in writing.
4. Demonstrate quality customer service.
5. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
6. Demonstrate a positive attitude and flexibility.
7. Work well with others, show respect, contribute to the team.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. The ability to operate a cargo van in adherence with federal and state driving laws and safe driving practices.
2. The ability to lift and transport loads of varying size and weight safely and ergonomically.
3. Minor vehicular maintenance and visual assessment of fleet vehicles.
4. Effective communication methods to coordinate and communicate with library personnel regarding courier service.
5. Customer service standards and procedures, and the ability to problem solve to meet the needs of staff and patrons.
6. Skill in gathering information and compiling data for statistical reporting, departmental records and databases.

Technology Requirements:

Required:

- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).



- Basic Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.

Desired:

- Basic SharePoint skills.

Education and Experience:

High School diploma or equivalent and minimum of three years of courier experience OR any combination of education and experience which would provide the required knowledge and skills and allows successful performance of the job.

Licenses, Certifications, and Special Requirements:

- A valid Washington State Driver's License.
- Must possess and maintain a clean driving record.
- Must pass and maintain a criminal background check.

Physical and Environmental Conditions:

- Work is performed in driving/courier environment.
- Subject to driving, standing, walking, bending, reaching, and lifting/carrying objects up to 65 pounds.
- Exposure to seasonal heat and cold, inclement weather, and general driving hazards.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.