



Eastern Counties Regional Library Job Posting Delivery Driver- Mulgrave, NS

Eastern Counties Regional Library is looking for a responsible person who enjoys working independently and travelling locally to join our team! This position is full-time (35 hours per week).

Duties to include (but not limited to):

- Responsible for packing and transporting books from our Regional Office location in Mulgrave, NS, to our various branches located in Guysborough, Inverness, and Richmond Counties on a weekly basis
- Responsible for receiving books from these locations and ensuring they reach their specified destination in a timely manner
- Shelve Library materials at our Regional Office location and ensuring the collection is in proper order
- Prepare and refresh collections at on-demand/community locations (Novel Branch Kiosk)

Notable Physical and Mental Demands

Physical demands:

- Lifting and moving boxes weighing up to 20 lbs utilizing safe lifting techniques
- Must demonstrate safe and efficient driving practices.
- A significant amount of mobility, strength, flexibility and coordination is needed to perform duties such as shelving, packing/unpacking and preparing boxes.
- Must grip, lift, push, pull and carry totes over, up and down inclines, stairs, changes in walking surfaces and elevations.

Mental demands:

- Long periods of driving in various weather conditions.
- Concentration for long periods of time.
- Particular attention to detail and accuracy.
- High level of organization required.

Requirements

- Must have a valid Nova Scotia driver's license and clean driving abstract for 5 years.

- Reports honestly and reliably, exercising sound judgement in bringing issues to the attention of supervisor.
- Organizes workload efficiently with attention to detail.
- Effective time management skills.
- Ability to communicate effectively orally and in writing.
- Ability to work independently and make decisions without close supervision.

Assets

- Library technician certificate, or other relevant post-secondary education
- Delivery driver experience

Posted: September 21, 2022

Application Deadline: October 5, 2022

Job Classification: Regional Office Administration

Wage: \$18.33/hr

Reports to: Deputy CEO

Eastern Counties Regional Library is an equal opportunity employer. If you need assistance or an accommodation due to a disability, you may contact us at jobs@ecrl.ca. Only those applicants who are shortlisted for an interview will be contacted. Eastern Counties Regional Library reserves the right to withdraw the competition if a suitable candidate cannot be found. Please submit by email a cover letter stating your qualifications and interest in the position with a resume and three work references to:

**Patricia McCormick, Deputy CEO
Eastern Counties Regional Library
Email: jobs@ecrl.ca**