

JOB DESCRIPTION

Job Title: Courier Driver

FLSA Status: Non-Exempt

**Salary Grade
and Salary
Range:**

Grade 2 \$20.21 per hour

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Job Overview

The Courier Driver is primarily responsible for daily delivery and pick-up of materials from the Administrative Services Center to the Windsor and Severance libraries.

Work is generally well-defined and performed under direct supervision. Position functions independently on routine work, but questionable cases and situations are referred to the immediate supervisor.

Essential Functions

1. Deliver and retrieve materials

- Retrieve material from the Administrative Services Center and deliver materials to the Windsor and Severance libraries
- Pick up material from the Windsor and Severance libraries and return to the Administrative Services Center
- May be responsible for emptying library material dropboxes that are located off library property.

80%

2. Maintenance of vehicle

- Fueling the vehicle
- Cleaning the exterior and interior of the vehicle
- Taking the vehicle for routine maintenance such as oil changes, tire changes, etc.

10%

3. Light maintenance

Assist the Facilities and Fleet Supervisor in assembling furniture, organizing workspaces, painting, supply hauls and stocking of facilities, interior and exterior cleaning and upkeep, etc.

10%

4. Other duties as assigned.

Incumbents will be required to work evenings and weekends, be on call, and travel to external events.

Total 100%

Autonomy

Results of work are defined. Determines how to accomplish tasks and provides updates to the supervisor.

Supervisory Responsibility

None

Education and Experience Required

Must be at least 21 years of age and available to work days, nights, and weekends.
A valid Colorado driver license is required, as well as a clean driving record and MVR.

Knowledge, Skills, and Abilities

- Ability to learn general procedures and perform work accordingly
- Attention to detail
- Establish and maintain effective working relationships with co-workers.
- Perform work independently and as part of a team.
- Ability to work with limited supervision.
- Basic knowledge and comfort with using computers and use of the internet.
- Using hand tools, such as screwdrivers, drills, wrenches, etc
- Ability to climb a 5 foot ladder
- Knowledge of common office equipment
- Ability to communicate effectively, both orally and in writing

Work Environment

The job requires stooping, bending, squatting, stretching, lifting delivery boxes (up to 70 pounds), pushing or pulling a dolly weighing up to 200 pounds. Motor coordination, eye-hand coordination, and computer use for accessing information. Should be conscious of appropriate ergonomics and safety.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.

Date Created:

Date Updated: May 13, 2025