

## **BOOKMOBILE DRIVER**

### **JOB DESCRIPTION**

**BASIC FUNCTION:** The Bookmobile Driver plays a key role in making library services accessible to all residents of Somerset County. The Bookmobile Driver is responsible for the following items regarding the Bookmobile and associated mechanical systems (generator, lift, HVAC, etc.): driving; record-keeping; basic routine maintenance; cleanliness; scheduling/coordination of routine and non-routine mechanical maintenance, inspections, and repair work done by others; timely and safe arrival at scheduled stops; and assisting Bookmobile Manager with tasks such as re-shelving library materials, retrieving requested library materials, and carrying library materials to and from locations as needed.

**REPORTS TO:** Somerset County Federated Library System, Inc. Administrator

### **ESSENTIAL JOB DUTIES:**

1. Plans and adjusts routes as needed to meet Bookmobile stop schedule; collaborates with Bookmobile Manager to draft seasonal Bookmobile Stop schedules that balance efficient use of driving time with customers' stated Bookmobile Stop schedule preferences.
2. Drives Bookmobile/Transit Van to each scheduled stop, and parks unit in a position to ensure patron safety. Arrives at each stop according to schedule.
3. Consults with Bookmobile Manager and supervisor regarding any changes to schedule prior to leaving the library.
4. Studies Bookmobile equipment manuals and consults professionals or professional literature as needed in order to understand and apply regular preventative maintenance requirements.
5. Drafts a recommended preventative maintenance schedule (and updates as needed) for supervisor's approval.
6. Schedules approved maintenance and repairs, communicates with service center staff, and relays relevant information and recommendations to supervisor.
7. Performs daily pre-departure check of vehicle for proper operation, noting any mechanical and safety issues. Advises supervisor of developing concerns or needed repairs.
8. Responsible for cleanliness of Bookmobile interior and exterior.
9. Makes recommendations to supervisor regarding emergency closings or schedule adjustments due to weather or road conditions or other factors.
10. Proactively re-fuels as needed to ensure uninterrupted and on-time library service to scheduled stops.
11. Maintains log of fuel, maintenance, repairs, and mileage daily; submits log to supervisor monthly. Turns fuel and other receipts in to the Administrative Coordinator in a timely manner.
12. Ensures that driving, insurance, and library rules and regulations and safety standards regarding the Bookmobile are adhered to at all times. For example:

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- Only bookmobile personnel and library staff are permitted to ride in or operate the bookmobile.
13. Prior approval is necessary for any maintenance on vehicle. There will be **no** change to the wrap or the body of the vehicle.
  14. Returns keys and gas card to the designated secure location in the library each night at all times. Keys are needed for loading, checking for ILL books, to move the Bookmobile, and in case of emergencies.
  15. Performs related duties such as maintaining library equipment, requisitioning of supplies, inventory control, assisting with preparation of publicity, book purchase suggestions and scheduling special functions such as parades.
  16. Assists Bookmobile Manager with tasks such as loading and unloading library materials and equipment onto vehicle, filling vacant spaces with library materials so that the Bookmobile is fully filled for daily routes, re-shelving library materials as they are returned, etc.
  17. Performs clerical duties as needed. Registers patrons for library cards as needed.
  18. Maintains a professional appearance and conducts self in a professional manner, representing Somerset County library services in a positive manner and displaying excellent customer service skills.
  19. Helps inform patrons of new library programs and services.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies.

Attendance/Punctuality: Demonstrates reliability by regularly arriving to work, meetings, and appointments on time and by taking breaks in expected time frames. Adjusts schedule because of weather or school schedules to remain flexible to meet changing work needs and demands. All eliminated or changed stops are to be rescheduled if possible.

Customer Service: Strives to maintain positive internal and external customer service relationships. Represents the library professionally when dealing with children, staff, managers, vendors, contractors, colleagues and members of the public. Communicates effectively and shares information and resources appropriately. Deals effectively with difficult or emotional patron situations.

Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position. Exhibits objectivity and openness to others' views. Promotes a harassment-free environment. Any type of harassment charges are subject to immediate dismissal of the employee.

Initiative/Innovation: Seeks increased responsibilities. Asks for and offers help when needed. Meets challenges with resourcefulness. Presents ideas and information in a manner that others understand.

Organizational Support/Ethics: Contributes to the improvement and success of the department and the entire Library system. Supports and contributes Library goals,

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objectives and mission statement. Maintains a high degree of ethics, integrity and confidentiality. Meets all requirements of Library rules.

Planning/Organizing: Demonstrates ability to plan and organize work effectively and ensure its completion. Demonstrates ability to set goals and priorities to ensure accurate, thorough and timely completion of performance standards. Looks for ways to improve and promote quality; applies feedback to improve performance.

Professional Development: Stays informed of current trends, issues and practices in vehicle maintenance, related mechanical maintenance, and library services. Demonstrates motivation and commitment to improve work related knowledge skills and abilities. Demonstrates initiative, and strives to continually improve processes and relationships. Participates in training and mentoring opportunities. Shares expertise with others.

Safety and Security: Observes safety and security procedures. Determines appropriate action beyond guidelines. Reports potentially unsafe conditions. Uses equipment and materials properly.

Teamwork: Demonstrates team behavior and willingness to promote a team-oriented environment. Exhibits cooperative attitude while working on all job tasks and willingly assists others.

Performs other duties as assigned.

## **QUALIFICATIONS:**

Communication Skills: Ability to read, analyze, and interpret documents such as policies and procedure manuals, vehicle maintenance manuals, and directional maps. Ability to write routine reports and correspondence. Ability to speak effectively when addressing patrons and apply active listening skills. Ability to communicate effectively when dealing with patrons, staff and members of the community. Ability to deal effectively with confrontational individuals and/or challenging situations.

Education and Experience: High school diploma or general education degree (GED) and one to three months' related experience and/or training; or equivalent combination of education and experience. Valid PA driver's license appropriate for driving all library vehicles (currently, a Class B Non-Commercial or Commercial Driver's License without air-brake restriction), acceptable motor vehicle record, continuous insurability and proven competency operating and maintaining the Bookmobile.

Equipment, Tools and Materials: Ability to use computer equipment, standard office equipment, hand held tools as needed. Ability to inspect, fuel, perform basic maintenance on and drive Bookmobile.

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Physical Requirements: Ability to occasionally load and unload materials weighing 55-85 pounds. Ability to occasionally carry, grasp, reach, stoop, turn, and use keyboard. Ability to intermittently pull and push book trucks weighing up to 250 pounds, up and down ramps and over uneven surfaces. Ability to frequently lift bagged materials weighing 10-15 pounds, sit, stand, walk, and drive. Specific vision abilities required by the job include close vision, distance vision for driving, and the ability to distinguish colors. Ability to speak and hear required. Employee will be exposed to outside weather conditions.

Technical Skills: Ability to perform basic routine vehicle and mechanical maintenance related to library vehicles. Sufficient technical vehicle and mechanical knowledge to clearly communicate with service providers and supervisor regarding maintenance and repair of library vehicles and vehicle mechanical systems. Ability to use e-mail and computer. Ability to use the library integrated library system as needed. Ability to operate in a network environment. General knowledge of PC equipment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects 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 the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

**Clearances Required:**  
**PA Criminal Record Check, PA Child Abuse History Clearance, and FBI Fingerprint Criminal Record Check required upon offer of employment.**

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EMPLOYEE NAME (printed)

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_