

BOOKMOBILE OPERATOR

(Milwaukee Public Library)

PURPOSE: The Bookmobile Operator has primary responsibility for driving trucks and other vehicles to pick up and deliver books, equipment or other materials related to library services and for driving the bookmobile to stops throughout the city of Milwaukee and performing related public service clerical work at those stops.

The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team.

ESSENTIAL DUTIES:

- Loads, unloads and drives both 3 ton and 1-1/2 ton trucks and vans to deliver and pick up books, supplies, equipment and other materials
- Sorts and packs special shipments
- Drives 12 ton bookmobile between the Central Library and various stop locations
- Checks to make certain the bookmobile is in good operating condition, and reports apparent malfunctions; makes decisions for emergency repairs as necessary
- Assists bookmobile users with circulation of materials by charging out and returning library materials.
- Assists other staff in maintaining proper decorum of the public in the bookmobile
- Shovels paths in snow to enable public access to bookmobile
- Washes bookmobiles and vans
- Performs other related duties as assigned

MINIMUM REQUIREMENTS:

- Valid Wisconsin Commercial Driver's License is required at time of application
- Good driving record
- One year of successful experience in operating a vehicle comparable in weight to the bookmobile (12 ton) is preferred
- Good grooming
- Residency in the City of Milwaukee within six months of appointment

KNOWLEDGE AND SKILLS REQUIRED:

- Strong customer services orientation and good oral and written communication skills
- Ability to usually and repeatedly lift loads weighing up to 50 pounds to hip height and shoulder height and weighing up to 10 pounds above shoulders
- Ability to frequently push/pull loads weighing up to or in excess of 100 pounds
- Ability to work a rotating shift including some evening hours
- Ability to work overtime as needed
- Aptitude for, and interest in, basic clerical work
- Thorough knowledge of streets and roads in Milwaukee County
- Ability to assess need for repair of automotive vehicles

CURRENT PAY RANGE IS (247): \$34,272-\$38,000 annually.

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