

PIEDMONT REGIONAL LIBRARY SYSTEM

POSITION TITLE: Regional Courier

HOURS & SCHEDULE: 25 hours/week: Approx. 8:00 am to 1:00 pm, Monday – Friday

JOB SUMMARY:

The Regional Courier is responsible for driving established courier routes across the three-county regional system to deliver and pick up materials to and from all locations. The Courier is responsible for sorting and distributing materials appropriately at headquarters for further routing.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Drives the library delivery van on regular routes as directed to library locations throughout the three-county region.
- Loads and unloads materials for routes; picks up, sorts, delivers materials throughout region.
- Sorts, re-routes, & distributes materials appropriately at the Regional Office.
- Ensures all materials arrive at their intended destinations in a timely manner.
- Communicates with library staff to coordinate the distribution of crates, green bags, and other items as needed.
- Maintains delivery logs and statistics as directed.
- Maintains a courteous and professional demeanor when interacting with staff and the public.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Valid Georgia driver's license; excellent driving record; insurability
- Safe and responsible driving performance on the job
- Must be reliable, punctual, and able to work independently
- Ability to perform physical tasks including lifting up to 50 pounds and moving loaded hand trucks with book crates
- Ability to stoop, bend, kneel, and reach overhead.
- Ability to work in a variety of weather conditions, including rain, heat, and cold, while transporting materials to and from their destination.
- Reliability and ability to meet the established work schedule
- High School diploma or equivalent

TRAINING, SUPERVISION, AND EVALUATION:

This employee is trained, supervised, and evaluated by the IT Coordinator, who oversees the regional courier operations.