

BOOKMOBILE DRIVER

NATURE OR WORK IN THIS CLASS:

Performs skilled work in the operation of a Bookmobile to and from remote locations.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Drives Bookmobile to and from assigned locations by practicing safe and defensive driving in order to provide library services to the general public in outlying areas that have no facilities immediately available.

Conducts maintenance checks on a daily basis and ensures vehicle is operational; cleans and maintains interior and exterior of Bookmobile on a periodic basis.

Maintains a daily checklist and log mileage and fuel consumption.

Load and unload books and other material from the Bookmobile in order to keep the transported collection current.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the traffic laws, regulations and safe driving practices.

~~Ability to apply safe driving practices on the job.~~

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in the operation of large automotive equipment.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience in the operation of large automotive equipment and graduation with a high school diploma or equivalency.

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of valid chauffeur's license.

ESTABLISHED: May, 2006**PAY GRADE:** F

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| HAY EVALUATION: | KNOW HOW: | CI1 | 100 |
| | PROBLEM SOLVING: | B2 (16%) | 016 |
| | ACCOUNTABILITY: | B1A | <u>022</u> |
| | TOTAL POINTS: | | 138 |



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for