



# JOB POSTING #37-20CCS ELGIN COUNTY LIBRARY DRIVER MAINTENANCE PERSON

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**Posting Date:** March 6, 2020

Elgin County Library has a vacancy for a full-time Driver Maintenance Person. The position is responsible for the delivery and pick-up of all types of material at library branches and other County facilities using a van supplied by the library. The position also assists with maintenance activities within the library system.

Key Responsibilities:

- Delivers and picks up library books and materials as directed by the Library Coordinator (i.e. loading, unloading and sorting).
- Erects and dismantles shelves and performs maintenance and repairs.
- Obtains estimates for repairs or fabrications.
- Maintains mechanical soundness and cleanliness of the library vehicle.
- Stamps and boxes library discards, as required.
- Unpacks shipments of books and library materials; checks off inventory; stamps and affixes barcodes to new materials where required.

Qualifications:

- OSSD diploma from an accredited secondary institution and/or relevant education, experience and training.
- Strong interpersonal skills combined with good written/verbal communication skills.
- Previous driving and maintenance skills required.
- Basic computer skills.
- Valid G driver's license
- Acceptable Drivers Abstract

**Remuneration:** \$19.90 - \$23.97 per hour (2020 CUPE Collective Agreement Rate)  
Comprehensive Pension and Benefits Package

**Effective:** April 17, 2020

**Application Deadline:** **Friday, March 20, 2020**

To be considered, please submit your cover letter and resume (preferably in one document, in PDF or Word format) to: [jobs@elgin.ca](mailto:jobs@elgin.ca). Job posting # must be indicated in the subject line. Incorrect information may result in withdrawal of your application. Confirmation will be sent upon receipt of your email application.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Cc: Unit Chairperson, All Library Branches