Requisition# 00359
Title PT Van Driver
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The person in this position serves as a Van Driver, operating a delivery van safely, transferring library materials among the 18 public libraries in Chester County. A valid driver's license is required.

The primary responsibilities of this position are:

- Pack library materials to be delivered each day and load the van;
- Pack and deliver other items, such as inter-library mail, laptops, mobile labs, etc. as needed;
- Deliver, pick-up and sort library materials for delivery to the member libraries on the assigned route;
- Unload materials at the Exton Library and deliver materials and other items to internal library departments;
- Take van for fuel and routine maintenance;
- Perform janitorial or light maintenance duties at the Exton Library when required.

This position requires physical abilities for:

- Stooping, reaching within confined area, climbing stairs, and walking.
- Handling, lifting, and moving bags/boxes of library materials averaging 75-100 lbs.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

**Position Type:** Part-Time / Non-Exempt

**Salary Information:** $14.23 per hour

**Shift:** 7:30 a.m. – 12:30 p.m. two to three days a week.

**Weekly Hours:** 20

**Deadline:** Applications will be accepted until position is filled.

**Original posting date:** 1/31/20

To apply, contact County of Chester Human Resources: Apply online at [www.chesco.org](http://www.chesco.org); Job Inquiries: 610-344-6698