

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Lead Driver/Warehouse**

Dept: **Materials Distribution Services**

Job Code Number: **10386**

Reports to: **Manager, Materials Distribution Services**

Grade Number: **11 Represented**

Effective Date: **January 2012**

FLSA Status: **Non-exempt**

General Position Summary:

Lead position is responsible for coordinating driver routes and replacement drivers, truck maintenance, ordering of supplies and staging for delivery. Recommends driver hires and provides driver training. Oversees Automated Material Handling (AMH) crane and conveyor during the night operations or in absence of assigned staff.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform. Deliver loads to a variety of workstations depending on materials flow of each library and service center operations.

1. Act as lead to Driver/Library Technicians, including assisting in the hiring process and providing on the job training.
2. Schedule substitute drives to assure fully staffed delivery routes while allowing regular drivers allotted time-off.
3. Oversee and manage ordering of supplies for truck operations. Coordinate truck maintenance schedules.
4. Prepare outgoing shipments. Sort staging prior to route schedules. Receive incoming shipments.
5. Drive non-KCLS routes to institutions, delivering loads and picking up items, for return to the Service Center.
6. Oversee AMH crane and conveyor operations. Troubleshoot minor problems and submits reports of solved problems and outstanding issues requiring further attention.
7. Maintain statistics on daily shipments.
8. Perform minor repairs to the vehicle and assure that proper fluid levels are maintained. Inspect vehicle and report any malfunctions or service requirements to the Manager.
9. Fill branch supply inventory requests.

Secondary Duties:

1. Secure buildings upon departure and report problems as appropriate.
2. Perform various clerical activities.

3. Receive all types of freight including large shipments, verify items received, and deliver freight to appropriate location. Consolidate and stack pallets using a pallet jack.
4. Perform other related duties as required or as assigned.

Communication:

The contacts made are with those outside and inside own work group and include some sensitive or confidential information necessitating the need for discretion. Position must be able to communicate with large number of staff and coordinate complex scheduling.

Initiative:

Decisions affect immediate work unit and effective materials distribution. The position develops practices and procedures for areas of responsibility. Decisions affect a single work unit and solutions to problems are typically arrived at through discussion with supervisor and others within specific organizational policy constraints and guidelines. The position normally encounters recurring work situations with occasional variations from the norm and operates with a moderate degree of supervision.

Accountability:

The position has a moderate influence on operations, involving processing and distribution of high volume of materials with a substantial financial impact if damaged, destroyed or delayed in delivery. The position foresees issues and obstacles associated with own work and work of others in a lead capacity. Planning requires ability to forecast for the near future and to identify stall operations or activities. Mistakes made may affect productivity and may have some effect on library staff and the services provided to library patrons.

Leadership:

The position is responsible for mentoring as a lead including providing training and staff orientation. It is responsible for role modeling and promoting organizational values within the work unit or department.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma or GED equivalent.
- One to two years of experience driving up to 26,000 pounds GVW straight trucks.

Necessary Knowledge Skills and Ability:

- Considerable knowledge of laws governing the operation of motor vehicles on public roads.
- Considerable knowledge of how to operate vehicle assigned.

- Considerable knowledge delivery area and alternate routes.
- Considerable knowledge of safe driving practices.
- Working knowledge of KCLS delivery services and routes.
- Working knowledge of principles of supervision.
- Working knowledge of circulation software or other library software.
- Working knowledge of all delivery areas in which KCLS operates.
- Working knowledge of mechanical/electrical systems, and ability to perform maintenance on assigned vehicle.

Ability to:

- Learn and oversee AMH functions.
- Make decisions and act on them appropriately.
- Read, speak, write and understand the English language.
- Use discretion in handling personal matters of patrons and staff.
- Administer detailed systems and procedures.
- Effectively listen to other staff members as part of understanding their needs and concerns.
- Manage time to maximize productivity.
- Develop and maintain positive relationship with staff.
- Troubleshoot and resolve problems satisfactorily.
- Communicate effectively with a diverse population.
- Anticipate the behavior, actions and reactions of other motorists and respond appropriately.
- Work accurately and efficiently.
- Manage time to maximize productivity.
- Handle the physical aspects of the job such as sorting materials and loading and unloading trucks.
- Remain calm and poised in all driving situations.

Skill in:

- Communicating with staff.
- Planning workflow, staff work schedules and related operational activities.
- Developing and training staff members.
- Effectively working in a team oriented work environment.
- Maneuvering assigned vehicle safely and efficiently in a variety of traffic and weather conditions.
- Maneuvering assigned vehicle in narrow and restricted spaces.
- Organizing and sequencing shipments to maximize efficiency.
- Observing or paying attention to details.
- Arranging/sorting and loading materials to minimize multiple handling.
- Loading trucks to minimize damage to cargo.
- Safely and efficiently operating forklift and all other warehouse equipment.

SPECIAL REQUIREMENTS

The position requires a valid and clean Washington State driver's license with CDL endorsement. Position requires power experience to move warehouse inventory.

PHYSICAL DEMANDS

The position requires the constant visual acuity (close, distance, peripheral, depth, and focus) when operating motor vehicles. Frequent walking and sitting are required along with the need to pull and push up to 450 pounds and to lift and carry up to 75 pounds. The position also requires frequent kneeling, bending, reaching and feeling. Pushing and pulling up to 100 pounds and lifting and carrying up to 30 pounds is performed on a regular basis.

WORK ENVIRONMENT

Work is performed both in and out of doors and some times is performed under adverse weather conditions. The work involves frequent driving, heavy lifting, working from high/precarious places and around moving mechanical parts. Work schedules typically include 8-hour days with starting times ranging from 3:00 AM to 6:00 PM and may include Saturdays and Sundays and early morning and late evening hours at community libraries during non-open hours.

Advancement Possibilities:

Assistant Manager – Material Distribution Center

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR

Final: 12/21/01
Revised: 8/29/2011