



NOTICE OF JOB VACANCY

Location: Central Library, Shipping & Receiving Department
Position Title: Truck Driver, part-time (19 hours per week)
Hours of Work: Days: Monday - Friday (starting at 7:00 am)
Hourly Rate: \$18.014 per hour (AFSCME Job Group 4)
Posting Date: April 17, 2024

MINIMUM QUALIFICATIONS:

- ◆ One (1) year of full-time working experience involving the operation of a truck or other automotive vehicle;
- ◆ Possession of a valid New York State Motor Vehicle Operator's License.

SPECIFIC REQUIREMENTS:

- ◆ Physical condition commensurate with the demands of the position - ability to lift 50 pounds and to use a two wheel cart with a 250 pound load on it;
- ◆ Excellent time & attendance.

SAMPLE DUTIES (Illustrative only):

- ◆ Operates a truck, van or other vehicle to transport materials, and/or equipment to designated locations throughout all of Erie County;
- ◆ Loads and unloads vehicle;
- ◆ Performs minor repairs;
- ◆ Checks and replenishes gas, oil, and water;
- ◆ Checks shipping and receiving lists to ensure that all items shipped are accounted for;
- ◆ Plan, assess and secure delivery load for weight, placement and safety;
- ◆ Other duties as required.

HOW TO APPLY

- Please submit resume and cover letter, or application*, by **April 29, 2024** to hr@buffalolib.org or:

Judy Fachko, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.

* Applications are available at <https://www.buffalolib.org/becpl-system/employment>