

Libraries of Stevens County
3988 Highway 292
Loon Lake, WA 99148
(509) 233-9621 – thelosc.org

Position Description

POSITION TITLE: Courier & Facilities Maintenance
FLSA STATUS: Non-exempt
SALARY RANGE: Courier
POSITION SUMMARY: Picks up and delivers library materials and equipment to area libraries and remote-site library access locations (e.g. lockers) on a regular schedule. Performs minor repairs and other maintenance tasks as needed. Transports furniture and/or equipment as needed. Performs basic facilities and/or landscaping maintenance as requested.

RESPONSIBILITIES:

1. Deliver and pick up materials to and from library facilities by driving a district vehicle according to a prescribed schedule.
2. Load and unload the vehicle. Pack and unpack boxes and other related library items to their designated location as needed.
3. Deliver and pick up materials to remote access points according to procedures (i.e. lockers, schools, bookdrops). Accurately program lockers for patron materials pickup.
4. Responsible for vehicle maintenance.
 - a. Inspect the general operating condition of the library vehicle(s); check fluid levels, condition of tires, steering, brakes, and related items on a monthly basis
 - b. Dispose of all garbage daily and vacuum as needed.
 - c. Perform routine maintenance tasks such as replacement of headlights and wiper blades, exterior washing, and interior cleaning.
 - d. Document all scratches, dents, grooves, etc. for maintenance files.
 - e. Provide recommendations relating to vehicle conditions and needed repairs. Inform supervisor of service appointments and mechanical problems (i.e. lubrications, oil changes, and authorized repairs as needed).
5. Perform facility maintenance and repair using standard district-owned hand and small power tools including hammers, saws, screwdrivers, drills and wrenches.
 - a. Maintain and perform repairs on remote access locations, such as bookdrops, lockers, or other library access points as needed.
 - b. Clear walkways and steps of snow or debris for assigned library, locker and bookdrop locations, as needed.
6. Additional responsibilities and occasional additional hours may include assigned projects related to library facilities, furniture, and equipment.

7. Perform other duties as may be assigned to support the District's mission.

SUPERVISION: Works under the supervision of the Public Services Manager.

This position exercises no supervision.

QUALIFICATIONS:

Preferred

1. High school diploma or equivalent.

Required

1. Customer service awareness and perspective.
2. Ability to work effectively with staff and customers of all ages.
3. Ability to drive safely and proficiently in all types of weather and driving conditions, including in snow, ice, and dark rural roads.
4. Ability to maintain a regularly assigned schedule.
5. Ability to perform minor repairs using standard hand and small power tools.
6. Ability to routinely and repeatedly pick up and move heavy boxes (up to 50 lbs) of library materials.
7. Ability to follow heavy lifting guidelines, including using lifting equipment, such as a dolly, as needed.
8. Ability to use initiative, problem-solving skills, and judgment.
9. Ability to accept and follow instructions.
10. Effective verbal and written communication skills.
11. Ability to meet requirements of the Child and Adult Abuse Information Act.
12. Valid driver's license and normal risk insurability required if using District or personal vehicle for business and a driver's record free of significant moving violations (at discretion of the Library Director or their designee).
13. First Aid, CPR certification, and other training may be required by the District as determined by administration and WA state law.
14. Able to travel to various locations throughout the region, including evenings and weekends as necessary.

WORKING CONDITIONS:

1. Working out of a designated home library base, will spend most of every working day alone, driving a district-owned vehicle picking up and delivering materials.
2. Assigned a regular working schedule, with some occasional variations including weekends (Saturdays and Sundays) and evenings according to District needs.
3. Public library and/or retail environment.
4. Outdoors in all types of weather when delivering and picking up library materials and assigned outdoor facility or landscaping tasks.

PHYSICAL AND MENTAL REQUIREMENTS:

1. Hearing and speaking to the public and staff.
2. Driving safely and effectively for extended periods of time throughout the region, including remote locations.
3. Sitting, standing, and/or walking for extended periods of time.
4. Regularly bending, stretching and reaching to retrieve materials.
5. Lifting, pushing, pulling, or carrying items up to 50 pounds; occasionally lifting furniture, bookdrops, etc with assistance.
6. Pushing or pulling items with the assistance of a dolly or other small equipment, up to the maximum manufacturer's load specifications
7. Ability to recall four or more numerical sequences with accuracy
8. Move quickly and steadily.
9. Cooperating, communicating, and getting along with people.
10. Managing detail and multiple demands and setting priorities according to a set schedule.
11. Working under moderate levels of stress.
12. Solving problems requiring interpretation.
13. Maintaining privacy and using discretion for staff and patron situations
14. Must be coachable; open and willing to receive feedback
15. Actively considers how to incorporate feedback
16. Take initiative to implement feedback.

Approved: September 18, 1997

Updated: September 18, 2026