



## External Job Posting, Pickering Public Library

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**Do you have delivery driver experience? Would you like to work a provide a valuable service to your local library? Then Pickering Public Library is the career choice for you!**

Pickering Public Library has a job opening for a reliable and hardworking **Casual Courier** with delivery experience to deliver library materials to our three library branches in Pickering using the library's delivery van. Candidate may perform custodial tasks including: re-stocking and tidying Central public washrooms, clearing Library walkways of snow as needed and moving furniture and setting up equipment as directed. The successful candidate must have an Ontario Class G Driver's license in good standing as verified by a driver's abstract. Under the direction of the Manager of Client Experience, the Casual Courier will typically be required on short notice during busy periods or for staff absence coverage, primarily Monday to Friday although occasional weekend shifts may arise. Work involves moderate physical strain such as: lifting, carrying, pulling, pushing of heavy or awkward objects. Use of "Yellow Tab Grade 2 CSA" approved footwear required.

**Salary: \$22.21 per hour**

### **The successful applicant:**

- Operate Library vehicle to pick up and deliver materials, cash deposits, etc. in a safe and efficient manner.
- May perform custodial tasks including: re-stocking and tidying Central public washrooms, clearing Library walkways of snow as needed and moving furniture and setting up equipment as directed.
- Other duties consistent with job responsibilities

### **Applicants must have:**

- Secondary school graduation.
- Ontario Class G Driver's license in good standing as verified by a driver's abstract.
- Three months' related experience.
- Necessary job competencies; accountability, client focus, communications, flexibility, problem-solving & decision-making, teamwork & relationship building.

Pickering Public Library is a competency-based workplace. The Library seeks applicants with specific aptitudes (see the attached list of competencies and visit us online at <http://www.picnet.org/careers> ).

We thank all applicants for their interest. Please note that only candidates selected for an interview will be contacted. Successful applicants must be prepared to undergo a satisfactory Criminal Records Check (CPIC vulnerable sector search) as a condition of employment.

**Please quote Job ID #E-3 and email resumes to Sarah Lombard in HR:**  
careers@picnet.org

**In your cover letter, please detail your strengths and work experience.**

**Closing date for applications:** January 26 at 1 p.m.

**Planned starting date:** February 2018

## Competencies

### Accountability

Meets commitments and deadlines. Performs work in accordance with safety and security requirements

- Completes assignments and work commitments on time.
- Delivers quality work with limited errors
- Acknowledges errors or mistakes and takes ownership over corrections
- Maintains acceptable attendance
- Respects confidentiality.
- Reports any potential health & safety or security concerns.
- Participates in required safety training.

### Client Focus

Responds to client needs and internal requests.

- Considers the client's needs when completing work, making suggestions and providing service that typically results in client satisfaction
- Always displays professionalism, respect and dignity in daily interactions
- Follows through on commitments and responds to inquiries, emails, requests and complaints in a timely fashion
- Provides a level of service and assistance that is consistent with organizational guidelines and practices

### Communication

Effectively listens and communicates. Clearly communicates concerns and responds to conflict directly

- Verbally communicates information with clarity
- Uses active listening and concentration in order to increase understanding

- Writes with clarity and purpose, structures written documents in a logical order, ensures spelling and grammar are appropriate
- Is polite and professional in both verbal and written communication.
- Handles conflict by having an open discussion with the individual(s) involved.
- Clearly communicates ideas and concerns by stating point of view while being open to hearing other feedback.

### **Flexibility**

Responds positively to changing needs and conditions

- Understands that change happens and keeps an open mind to new initiatives
- Is flexible to altering normal working conditions in order to get a job done (i.e. assisting a co-worker, takes assignments outside of regular job duties)
- Recognizes the value of different opinions, approaches and perspectives
- Remains positive during times of uncertainty

### **Problem Solving & Decision Making**

Recognizes and identifies issues and offers solutions and/or makes decisions that fall within the position's responsibilities and involves others as required

- Asks questions and looks for answers to issues.
- Identifies issues, makes appropriate decisions for the position and offers basic solutions based on available resources
- Attempts to resolve issues that fall within their scope and accountability
- Involves or refers the issue or decision making to the right person or authority to have the situation resolved
- Makes suggestions at team meetings and to manager on potential/ known issues and possible solutions

### **Teamwork & Relationship Building**

Maintains positive productive working relationships, participates in team or group activities and helps team members.

- Develops and maintains work relationships that are required in order to achieve regular tasks and objectives
- Easily establishes rapport, and communicates openly and effectively
- Is tactful and diplomatic with the ability to remain calm and composed in difficult situations
- Practices active listening and has solid understanding of others.
- Participates in team building and works toward achieving team objectives.
- Meets deadlines and commitments set by the team.