



Are you interested in a job that takes you on the road?

Shortgrass Library System is looking for a part-time Driver for a fixed term of one (1) year. The successful candidate will provide courteous and efficient pick-up and delivery of library materials between 14 member libraries in Southeast Alberta and the Shortgrass Headquarters office in Medicine Hat.

This is a part-time position with hours ranging between 12 and 16 total hours per week (approximately 2 delivery days each week).

The position will also fill in for other Shortgrass drivers when they are absent.

As a Driver, you will be responsible for:

- Loading and unloading boxes of materials from the vehicle.
- Making deliveries in the Shortgrass Library System region.
- Performing repetitive tasks with excellent attention to detail.
- Sorting, packing and unpacking of library materials into boxes and into the vehicle.
- Lifting cargo up to 50lbs.
- Maintaining cleanliness of vehicle and reporting maintenance problems to supervisor.
- Working effectively without direct supervision.
- Driving assigned route in all kinds of weather and road conditions.
- Booking maintenance appointments and bringing vehicle to appointments when required.
- Practicing safe driving habits and adhering to all applicable traffic laws.
- Following all Shortgrass COVID-19 Safety protocols, including masking.

The ideal candidate for this position should:

- Be at least 25 years old to meet insurance requirements;
- Have great communication and customer service skills;
- Exercise excellent judgement;
- Be able to interact successfully with both clients & co-workers as part of a skilled customer service team;
- Be able to perform heavy lifting: Must be able to lift/carry up to 50 lbs;
- Excellent time management skills;
- Be able to perform frequent bending, twisting, kneeling and squatting;
- Be able to perform frequent reaching over shoulder, waist level, and from the floor;
- Have completed a High School Diploma or equivalent;
- Be in possession of a valid class 5 Alberta Driver's License and a clean driver's abstract;

- Be able to provide a clean criminal record check, including vulnerable sector check.

Starting date:

Paid training is scheduled to take place on June 20th, 21st, 22nd, 23rd, 24th and 25th, as well as June 27th, 28th, 29th and 30th, 2022.

The regular position is scheduled to commence the week of July 4th, 2022.

Salary: \$21.33/hr + vacation pay

Interested candidates should provide a cover letter and resume clearly outlining their qualifications, education and experience via email to:

Petra Mauerhoff, CEO
Shortgrass Library System
Medicine Hat, AB
www.shortgrass.ca
Email: jobs@shortgrass.ca

This competition will remain open until Wednesday, June 1st, 2022 at noon.

Absolutely no phone calls or in person visits please. For this selection process, we will be communicating with candidates by email. Candidates must include in their application a valid email address and make sure that this address is functional at all times and accepts messages from unknown users.

Shortgrass Library System is committed to building a skilled and diverse workforce that reflects the communities we serve.

Shortgrass Library System is also committed to developing inclusive, barrier-free selection processes and work environment. Should you require accommodation in relation to a disability, please notify us at the beginning of the selection process. This information will be kept confidential.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Shortgrass Library System thanks all applicants for their interest, however, only those applicants selected for an interview will be contacted.