



Mansfield/Richland County
Public Library

Equal Opportunity Employer

VACANCY POSTING
& JOB DESCRIPTION
**Circulation Driver/
Maintenance Assistant**

Applications will be accepted until 5:00 pm on Monday, October 26, 2026.

Complete an online application on our website: www.mrcpl.org/about/employment.

Application forms are also available and accepted at all MRCPL locations.

This is a fulltime 40 hours per week position.

Reports to:	Facilities Coordinator	FLSA Status:	Non-exempt
Pay Grade:	13; \$15.75/hr to start	Location:	Main Library

Positions Supervised: None

POSITION SUMMARY: Under general supervision of the Facilities Coordinator, the Circulation Driver/Maintenance Assistant begins and ends each day at Main Library, loading and unloading the van with Library materials and driving the Library's cargo-type van daily in all weather conditions to deliver, pick up and transfer materials between all nine MRCPL locations in Richland County. Will also perform light duty maintenance tasks at each location, as needed, keep all Library vehicles clean and assist with other maintenance projects, as assigned, including grounds keeping and snow removal.

QUALIFICATIONS:

1. High school diploma or equivalent
2. Must be 21 years of age or older
3. Basic computer skills and ability to use Microsoft Office, internet and email
4. Ability to read, write, speak and understand English
5. Reliability and above average work attendance with ability to work flexible schedule including day, evening and weekend hours
6. Physical requirements: Engage in extended periods of sitting and driving. Engage in intermittent periods of standing, walking, bending, stooping, kneeling, twisting/turning, climbing stairs, typing and viewing computer monitors, lifting and carrying equipment and materials occasionally weighing 40 – 60 pounds and pushing loaded book trucks weighing 100 pounds or more on tile, carpet and uneven surfaces and into van at various locations using ramps. Must be able to use hands and fingers to grasp, handle and manipulate materials and operate tools and controls, including computers, phones and office equipment and arms to carry materials, push and pull the book trucks, and maneuver the vehicle.
7. Favorable results of pre-employment background check
8. Reliable transportation in order to meet work requirements
9. Valid driver's license with acceptable driving record and current vehicle insurance. Ohio Driver's License required within 90 days of date of hire.
10. Favorable driving record, which includes less than two moving violations or at-fault accidents in the past three years; no DUI or DWI or reckless operation violations in the past three

- years; no felony violations involving the use of motor vehicle, hit and run violation, or fleeing or eluding police officer; no current license suspension or revocation or expired license.
11. Must be able to drive in all weather conditions
 12. Required at time of hire: proof of eligibility to work in the United States

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Library policies, procedures and operations, including emergency response (acquired after hire)
2. Knowledge of safe driving practices
3. Knowledge of safe work practices and lifting techniques (acquired after hire)
4. Ability to safely operate hydraulic lift (acquired after hire)
5. Ability to perform minor maintenance tasks, such as plumbing repair, changing light bulbs
6. Knowledge of Richland County and ability to use navigational tools (maps, GPS)
7. Knowledge of most cost-efficient routes to and from assigned locations (acquired after hire)
8. Ability to simultaneously manage duties and complete work with multiple interruptions and distractions
9. Ability to understand and follow specific instructions
10. Ability to work independently in the absence of close supervision
11. Ability to prioritize work and efficiently carry out assigned tasks and projects
12. Ability to remain mentally alert, focusing attention on detail and accuracy

ESSENTIAL TASKS AND RESPONSIBILITIES:

Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.

1. Consistently provide superior customer service.
2. Exhibit professional, courteous and approachable demeanor at all times.
3. Travel daily to each location, delivering materials and equipment in all weather conditions including rain, snow, ice and wind.
4. Operate vehicle in a safe manner in all weather conditions in compliance with all local, state and federal laws and Library policies.
5. Respond to road emergencies following established Library policies and procedures.
6. Follow route schedule under normal road conditions.
7. Utilize safe lifting techniques to load and unload materials at each location.
8. Push loaded carts up and down ramps and carry bags up and down steps and ramps.
9. Organize materials in vehicle and sort some materials at each stop.
10. Safely operate hydraulic lift at Main Library to load/unload materials.
11. Keep vehicle fueled and maintain expenditure records for gas and the like.
12. Wash and clean all Library materials regularly, including Bookmobile.
13. Assist with minor maintenance tasks, such as changing light bulbs and minor plumbing repairs, as needed
14. Assist Maintenance Team with larger projects when requested.
15. Complete basic grounds keeping tasks, like mowing, trimming, leaf blowing, as assigned.
16. Assist with snow removal at Main Library and branch locations using snow blowers, leaf blowers and snow shovels.
17. Maintain regular and predictable attendance.
18. With reasonable accommodation, meet the physical requirements and perform essential tasks and responsibilities reliably within 6 months of on-the-job experience and training.

ADDITIONAL TASKS AND RESPONSIBILITIES:

Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.

1. Adhere to, support and effectively implement Administration and Board policy, procedures and core values.
2. Deliver mail from branch locations to the Business Office daily.
3. Complete weekly statistics sheet on Library vehicles and report any identified problems to the Facilities Coordinator.
4. Attend meetings as scheduled by the Facilities Coordinator.
5. Attend Staff Development Day, and additional workshops and seminars as assigned.
6. Perform additional tasks as required by the upward chain of command, which moves from the Circulation Driver/Maintenance Assistant to the Facilities Coordinator to the Director.