



## LEISURE, LIBRARIES AND CULTURE DEPARTMENT

### JOB DESCRIPTION

**POST :** Delivery Van Driver, Library and Information Service

**JOB PURPOSE :** To provide a regular and reliable delivery and collection service to libraries within Wrexham County Borough.

### PRINCIPAL RESPONSIBILITIES :

1. To drive delivery van transporting library resources and materials between locations according to a set schedule.
2. To sort, load and unload materials in a safe and speedy way ensuring delivery to the correct locations
3. To unlock and lock library buildings when they are not open at the time of delivery
4. To carry out a daily vehicle check (oil, water, tyres, lights etc.) and report defects in order to ensure that the van is in a safe and roadworthy condition at all times.
5. To maintain the vehicle in a clean condition both internally and externally
6. To retain all documents relating to fuel and maintenance in an orderly manner.
7. To carry out additional deliveries and journeys as required .



## LEISURE, LIBRARIES AND CULTURE DEPARTMENT

### PERSON SPECIFICATION

**POST :** Delivery Van Driver, Library and Information Service

#### ESSENTIAL

#### DESIRABLE

#### Experience

Experienced driver with  
clean driving licence

#### Skills and abilities

Able to pack and load  
materials carefully and be  
responsible for their safe  
delivery

Physically resilient and  
active

Pleasant and tactful in  
communicating with a wide  
range of people

#### General

Reliable and trustworthy

Disciplined, organised and  
methodical