

Mid-Hudson Library System

Job Description

Job Title: Material Handler

Reports To: Delivery Operations Manager

FLSA Status: Nonexempt

Not Telecommuting Eligible

Prepared By: lbv, ts, tf

Prepared Date: 8/2011

Approved By: lbv, ts, tf

Revised Date: 9/2017, 8/2018

Summary - Unloads, organizes and sorts materials in System delivery operations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Unloads boxes from delivery vans; sorts materials to appropriate library box; organizes delivery operations area for next day's delivery of materials for sorting.

Participates in and promotes 'green' initiatives including, but not limited to, proper recycling and energy conservation.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance and Punctuality - Is consistently at work and on time.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Quantity - Meets productivity standards; Completes work in timely manner; Works quickly.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to views of others; Gives and welcomes feedback; Contributes to building a positive team spirit.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Other Qualifications Must be organized and detail oriented.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand, walk and crouch; bend at the waist; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear.

The employee must regularly lift and /or move up to 50 pounds.

Mid-Hudson Library System

Job Description

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is moderate.