

Position: Book Mobile Operator
Position Type: On call
Location: All (currently on Library Link)
Pay Grade: 15
Posting Date: July 14, 2025

Job Code: CPL2025-07
Hours of Work: Various
Department: Programming & Community Connections
Hourly Rate: \$30.67 per hour
Closing Date: July 28, 2025 or until filled

Coquitlam Public Library

Coquitlam Public Library nurtures joy in discovery by providing inviting, innovative spaces and services that promote learning and knowledge and engage all of Coquitlam's diverse communities. We are committed to building community connections and engagement, technology and innovation, service excellence, and increased Library access through physical, online and mobile services. The Library has two branches as well as the Library Link, our mobile library.

Position Overview

The Coquitlam Public Library is currently seeking an on-call Book Mobile Operator to join our team. The primary focus of this position will be to provide exceptional customer service to library customers while operating the Library Link on its predetermined schedule. This work is predominantly an outdoor and driving environment; may vary in temperature and in weather.

Duties Include

- Responsible for the safe operation of the Library Link, including the heating and lighting equipment.
- Performs pre-and-post trip inspections, and general vehicle maintenance including checking oil, refilling gas and propane as needed.
- Responsible for maintaining a clean and orderly interior, and may be required to lift boxes/books weighing up to 50 lbs.
- Clerical library circulation duties including but not limited to charging/discharging circulation material, providing information and assistance to patrons, maintenance of branch material, and opening/closing procedures.
- In the absence of a professional Librarian, the Bookmobile Operator will oversee staff working on the Library Link.
- Perform other duties as assigned.

Conditions of Employment

- Successful incumbent must complete a criminal record check prior to commencing work;
- Required to join CUPE Local #561;
- Incumbent must hold a valid Class 5 Driver's Licence.

Requirements

- Completion of Grade 12 preferred, plus some related experience or an equivalent combination of training and experience.
- All the knowledge, abilities and skills of a Customer Assistant 2 or a willingness to train to become a Customer Assistant 2.
- Sound knowledge of library clerical methods and procedures, and of the policies and regulations applicable to the work.
- Valid Class 5 Driver's License with a minimum 5 years driving experience; supply a copy of your Motor Vehicle Driving History.
- Skill in operating a computer terminal and other library equipment; Keyboarding duties require considerable accuracy and precision. A data entry test may be required.
- Ability to understand and interpret oral & written instructions.
- Ability to understand English; spoken & written communication as well as speak & write effectively.
- Ability to meet and deal effectively with coworkers and the public, provide information and assistance, and explain library rules and regulations.
- Ability to work with minimal direct supervision and to supervise the work of an assistant as required.
- Ability to prepare and maintain a variety of records, files, statistics and documents related to the work.
- Sufficient physical strength to load and unload library materials.
- One (1) year of recent and paid commercial vehicle/bus driving experience preferred.
- Ability to operate the Library Link safely and effectively.

- Knowledge of the limitations & servicing of a medium size bus preferred.

What We Offer

In addition to an excellent compensation package, we provide a working environment that supports knowledge, innovation and fun. With a strong focus on safety, we strive to inspire learning and service to our diverse community. If you have a proven commitment to providing exceptional customer service in a team environment, with a friendly, patient and outgoing personality, we are interested in hearing from you.

TO APPLY FOR THIS POSITION:

Please send an email to humanresources@coqlibrary.ca with your cover letter (indicating your availability) and resume attached in PDF format. The subject line must include the job code. If you are applying for more than one posting, only one email is required; however, please include all applicable job codes in the subject line.

ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED