



Located on the ancestral and unceded homelands of the hən̓q̓əmi̓nəm̓ and Skwxwú7mesh speaking peoples, Burnaby Public Library aims to create inclusive spaces where people can gather, learn and play.

Burnaby is the third largest city in British Columbia, with excellent rapid transit links, significant parkland, and well-equipped recreational facilities. Our 250,000 residents speak 120 languages, and more than half of our culturally diverse population has a mother tongue other than English.

Our four libraries are important public spaces, meeting places and centres for discovery and dialogue, anchored by our broad and deep collections and our commitment to in-person service. Burnaby Public Library is changing to continue to meet the needs of our highly diverse community, with an increased emphasis on community-led approaches and connecting with people outside the library, a greater focus on digital literacy, and a commitment to upgrading and rethinking our public and staff spaces.

Burnaby Public Library (BPL) invites applications from those interested in part time work as of March 7, 2025. Forward your application, resume and cover letter in confidence to careers@bpl.bc.ca and quote competition 2025-07. The closing date for this posting is **March 16, 2025**.

Position Title: **Delivery Driver / Janitor**

Location: **Metrotown Bob Prittie Library**

Status: **REGULAR PART-TIME**

Position Summary:

The delivery driver / janitor will provide the delivery of books, materials, furniture, mail, supplies and equipment for the Burnaby Public Library using a light van and for performing janitorial tasks. Our ideal candidate is self-motivated and has strong ethics within clearly defined limits and well-established delivery schedules. They are innovative and flexible in a quickly changing library environment.

This position reports to the Building Service Supervisor.

Duties:

- Provide delivery service by driving to and from various library locations and the Municipal Hall according to a predetermined route, loads and/or unloads books, materials, furniture, mail, supplies and equipment at each stop.
- Performs janitorial and minor repair and maintenance tasks at the library administration office and warehouse such as vacuuming, washing and waxing floors, dusting, cleaning washrooms and kitchen, disposing of refuse, replenishing supplies and unblocking toilets.
- Perform routine van maintenance such as checking water and oil levels and adding either fluid as required, taking van for monthly servicing, bi-annual tire changes, washing as frequently as conditions warrant, and any related work as required.
- Maintains a small inventory of cleaning supplies for own use and for delivery to library branches as requisitioned and maintains simple records related to the same.
- Performs related work as required.

Qualifications:

- Completion of Grade 8, preferably supplemented by some experience in delivery and janitorial work, or an equivalent combination of training and experience.

- Thorough knowledge of the traffic rules and regulations involved in the safe operation of a delivery van.
- Sound knowledge of the methods, tools and equipment used in janitorial work.
- Sound knowledge of routine building maintenance and minor repair tasks
- Ability to operate a delivery van safely and efficiently and understand and follow simple oral and written instructions with minimal supervision.
- Sufficient strength and coordination to load and unload books, supplies and related material.
- Ability to establish and maintain effective working relationships with staff and the public.
- Ability to work independently, creatively and flexibly in different situations with diverse people in our community.
- A commitment to apply principles of equity, diversity, inclusion and anti-racism to your work.
- A BC Driver's License is required.
- Ability to speak languages in addition to English is valuable to us.

Salary: \$34.37 hourly (2024 rates) per CUPE23 2022-2024 Collective Agreement

Hours: 60 hours bi-weekly

Schedule: Monday to Friday 07:00-13:30, Saturday and Sunday OFF

We thank all applicants for their interest in Burnaby Public Library. We encourage you to apply even if you do not have all the qualifications we list here. Only those selected for an interview will be contacted.

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BPL believes that diversifying our staff will make our organization better and more reflective of the community we serve. We encourage people of all gender identities and expressions, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to apply.
