



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Outdoor Services Seasonal Worker I**
Job Family: **Outdoor Services**
Prepared/Revised Date: **April 29, 2024**

FLSA Status: **Non-Exempt**
Pay Range: **S Schedule-S1/01**
Job Code: **63223**

SUMMARY: Under high supervision, perform a variety of semi-skilled tasks in all phases of school grounds maintenance including: facility repair and maintenance; snow/ice removal; turf, tree, shrub, and plant care; and playground and athletic facility repair and maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Keep grass trimmed, weeds pulled, and spread mulch/playground chips as directed.	D	30%
2. Perform necessary repairs to outdoor facilities, playgrounds, etc.	D	25%
3. Operate medium motor vehicles and equipment.	D	9%
4. Utilize District computer system.	D	4%
5. Attend work and arrive in a timely manner.	D	1%
6. Prepare and maintain athletic fields and tennis, basketball, and all hard surface courts for recreational use (seasonal).	W	9%
7. Operate specialized turf maintenance equipment.	W	5%
8. Renovate athletic fields and maintain backstops, fences, and metal bleachers.	Q	15%
9. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.	A	1%
10. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- One year of related experience in grounds maintenance or closely related field preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- At age 18, criminal background check required for hire
- Valid driver's license
- Must meet District driver insurability requirements



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of grounds maintenance practices, irrigation systems, and electrical systems
- Ability to use basic hand and power tools
- Ability to operate automotive, power, and medium equipment
- Ability to communicate verbally and in writing
- Ability to perform mathematical calculations
- Ability to work on call and to work additional hours
- Knowledge of field/turf maintenance equipment
- Ability to work and be part of a team
- Ability to follow oral and written directions
- Ability to communicate with students, staff, and community
- Ability to safely lift and carry up to 55 lbs
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, district policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with standard office equipment such as telephones, copier, fax machine, E-mail, etc.
- Ability to operate medium equipment, shop tools, and specialized landscape equipment
- Ability to understand and follow federal laws and CDOT regulations for drivers

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

		# of EMPLOYEES
Reports to:	Outdoor Services Supervisor	
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell				X



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	