



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Information Technology Seasonal Worker** FLSA Status: **Non-Exempt**
 Job Family: **Information Technology** Pay Range: **Seasonal 1**
 Prepared/Revised Date: **April 12, 2018** Job Code: **63226**

SUMMARY: Assist Infrastructure team in central warehouse with receipt, processing, and deployment of new computers and accessories. Assist Technical Services team in schools with maintenance and retirement of existing computers, peripherals, and accessories.

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. Unbox, inventory and setup new computers and accessories.	D	40%
2. Collect, inventory & prepare for recycling old computers and accessories.	D	35%
3. Assist technicians with imaging computers.	D	20%
4. Maintain safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean receiving & shipping areas; and complying with procedures, rules, and regulations.	D	2%
5. Perform other duties as assigned.	D	2%
6. Attend work and arrive on time (according to established schedules).	D	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- No prior skilled trades experience is required
- Must be at least 16 years of age

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Must possess a valid Colorado Driver’s License

SKILLS, KNOWLEDGE & ABILITIES:

- Ability to follow directions and ask questions
- Ability to work as a member of a larger team
- Strong customer service skills
- Strong interpersonal, oral and written communication skills
- English language skills
- Basic math and computer skills for recordkeeping and data entry
- Organizational and time management skills



- **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**
- Must be able to safely lift and carry not more than 50 pounds
- Must be able to walk, stand and bend for extended periods
- Flexible schedule through August

	POSITION TITLE	# of EMPLOYEES
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 feel				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				
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)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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