



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Outdoor Services Landscape Specialist**
Job Family: **Outdoor Services**
Prepared/Revised Date: **January 4, 2016**

FLSA Status: **Non-Exempt**
Pay Range: **OS27H**
Job Code: **61302**

SUMMARY: Responsible for irrigation management and landscape quality, including proper water application techniques, pest management, and turf care. Work under the direction of the Outdoor Services District Manager, coordinating recommendations and requirements with the department supervisor, district personnel, and government agencies. Schedule, prioritize, and communicate projects with supervisor, department managers, Customer Support Center, and appropriate site personnel. Coordinate expenditures with Outdoor Services District Manager.

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. Manage the District's irrigation central control system, and be responsible for irrigation management within established best management practices (from Feb-Nov).	D	25%
2. Set irrigation scheduling parameters based on ET's, mandatory or voluntary restrictions, and weather conditions. Coordinate irrigation water consumption and benchmarks with the Utilities Management Department (from Feb – Nov).	D	20%
3. Ensure turf quality and turf safety for all athletic fields.	D	10%
4. Attend work and arrive in a timely manner.	D	1%
5. Troubleshoot electrical problems in controllers, pumps, and valves associated with irrigation systems.	W	10%
6. Solve turf, grass, and tree and shrub problems with advice from sources such as the Extension Service and the Northern Colorado Water Conservancy.	M	5%
7. Write and follow landscape and irrigation specifications; follow District-approved bid procedures; and work with vendors and contractors for maintenance, new installations, and remodeling of District grounds.	M	5%
8. Coordinate, manage, and inspect the completed work, and authorize payments to vendors and contractors.	M	5%
9. Consult, design, and estimate landscape and irrigation projects with all levels of personnel, building managers, and contractors.	Q	5%
10. Plan, schedule, and prioritize landscape and irrigation projects.	Q	5%
11. Provide contract management for various services such as herbicide application, irrigation installation, landscape installation, and snow removal.	Q	5%
12. Perform other duties as assigned.	Ongoing	4%
	TOTAL	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or two-year college certificate, journeyman license, or vocational or technical program beyond high school requiring two years of formal schooling or training required
- Five or more years of progressive, related experience required (equivalent combination of education and experience acceptable)

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LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Commercial Driver’s License (CDL) with airbrake endorsement or ability to obtain CDL within 6 months of hire date
- Colorado Health Department Cross Connection Control Technician certification or Landscape Industry Certified Technician, Arborist or Commercial Herbicide Applicator certification required within six months after hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Knowledge of central control, and installation and use of central control system
- Knowledge of raw water system delivery, pumps, and pumping controls
- Ability to read and interpret blue prints, and technical and spec manuals
- Ability to communicate with staff, students, and community
- Ability to safely lift and carry up to 55lbs
- Ability to promote and follow Board of Education policies, Superintendent policies, 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 Microsoft Word, Excel, PowerPoint, Outlook, FrontPage and/or other department software packages
- Operating knowledge of and experience with typical office equipment such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of school-based programs, including School Dude, required
- Ability to operate heavy equipment, shop tools, and specialized landscape equipment
- Ability to understand and follow federal laws and CDOT regulations for commercial drivers
- Knowledge of pump and pump control systems, design and installation of irrigation systems, and raw water delivery systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	OUTDOOR SERVICES LANDSCAPE SPECIALIST	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with interviewing, the hiring process, and training employees
- Responsible for seasonal coordination of snow removal team



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 or handle				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	