



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Outdoor Services Lead Mechanic**
Job Family: **Outdoor Services**
Prepared/Revised Date: **January 4, 2016**

FLSA Status: **Non-Exempt**
Pay Range: **OS25H**
Job Code: **61303**

SUMMARY: Responsible for departmental grounds equipment and welding, which includes operational safety, condition, and at times, delivery to school sites. Work under the direction of the Outdoor Services (OS) District Manager coordinating recommendations and requirements with other departmental managers and personnel. Schedule, prioritize, and communicate repairs and maintenance to the OS Manager. Write bid specifications for new equipment, and develop and implement a preventative maintenance program. Oversee welding and metal fabrication for the District. Coordinate expenditures with OS 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 (limit of 13 of the most important 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. Fix and/or repair unsafe equipment, and perform ongoing preventative maintenance, including accurate service recordkeeping of all OS equipment. | D | 15% |
| 2. Lead, monitor, schedule, and evaluate work of OS shop mechanic. | D | 10% |
| 3. Coordinate equipment needs with other departmental managers and lead staff. | D | 5% |
| 4. Coordinate equipment use, delivery, and availability to department personnel by using a check-out/check-in system. | D | 5% |
| 5. Attend work and arrive in a timely manner. | D | 1% |
| 6. Dependent on the time of year, provide repair and maintenance of all department equipment, including on-site/off-site response to welding repairs, equipment breakdowns, or disabled vehicles. | W | 17% |
| 7. Work closely with the transportation shop supervisor in coordinating outdoor services vehicle repair and maintenance. | W | 5% |
| 8. Maintain a safe, clean, and orderly shop environment at all times. | W | 5% |
| 9. Maintain proper shop supplies and parts for all grounds keeping and welding shop equipment. | M | 5% |
| 10. Provide welding repair and fabrication of all OS equipment in house as well as field repairs, and provide welding needs for other maintenance departments as needed. | M | 5% |
| 11. Responsible for repair and maintenance of all snow and ice removal equipment. | A | 10% |
| 12. Provide equipment use, instruction, and safety instruction to seasonal employees. | A | 10% |
| 13. Demonstrate the ability to perform state required CDOT trailer inspections. | A | 5% |
| 14. Perform other duties as assigned. | Ongoing | 2% |
| | TOTAL= | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- Specialized training courses beyond high school, GED, or vocational school, including certifications in engine repair both large and small, welding and fabrication, advanced hydraulic training, air brake maintenance, etc., required
- Three years of progressive, related experience required (equivalent combination of education and experience acceptable)



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Structural Welding Certification
- Valid Class A Colorado CDL Driver's License (CDL) with air brake endorsement or the ability to obtain CDL license within 6 months of hire date
- CPR and First Aid certifications

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 carry a pager, be on call, and/or respond to calls 24/7
- Supervisory skills required
- Ability to read and interpret blue prints and spec manuals
- Demonstrate project management skills
- 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 manager
- Ability to work with staff, students, and community
- Ability to safely lift and carry up to 55 lbs

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, 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
- Demonstrate specialized skills required to operate welding and metal fabrication equipment



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | | |
|------------------------|--|-----------------------|
| | OUTDOOR SERVICES LEAD MECHANIC | # 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 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 |



| WORK ENVIRONMENT: | Amount of Time | | | |
|----------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| 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 | |