



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Outdoor Services Lead Technician**  
Job Family: **Outdoor Services**  
Prepared/Revised Date: **December 30, 2015**

FLSA Status: **Non-Exempt**  
Pay Range: **OS25H**  
Job Code: **61306**

**SUMMARY:** Coordinate all tasks and personnel and provide work direction and training for full-time and seasonal employees. Provide training, coordination, and assistance in facilities repair, turf maintenance, horticulture/tree and shrub care, mandatory backflow, playground repair and playground safety inspections.

**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 = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Perform and assist in all areas of turf maintenance such as irrigation management and repairs, fertilization, aeration, top-dress/over-seed, sod, etc.	D	60%
2. Determine manpower, equipment, and materials necessary to undertake construction and maintenance projects.	D	3%
3. Direct and assist employees in assigned tasks.	D	3%
4. Complete work orders for assigned group.	D	3%
5. Communicate with supervisor on a daily basis.	D	3%
6. Safely transport and operate a variety of small and heavy equipment.	D	2%
7. Attend work and arrive in a timely manner.	D	1%
8. Demonstrate the ability to layout, construct, and prepare athletic fields for events.	W	10%
9. Per UNCC regulations, perform underground utility locates for department.	W	5%
10. Coordinate all scheduling of athletic field and turf maintenance (seasonal).	W	3%
11. Schedule equipment repair as needed.	W	1%
12. Complete snow removal and ice mitigation as needed (seasonal).	Q	4%
13. Perform evaluations and provide feedback to assigned technicians.	A	1%
14. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or GED plus five years of experience required (equivalent combination of education and experience is acceptable)
- Prior supervisory experience in athletic turf and landscape maintenance preferred



### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Class A Commercial Driver's License (CDL) which includes air brake endorsement or ability to obtain CDL within the first six months of hire date
- Hold a certification or have the ability to obtain one within the first year for the following:
  - Colorado Health Department Cross Connection Control Technician
  - Playground Inspection Certification
  - Landscape Industry Certified Technician
  - Arborist
  - Playground Safety Inspector
  - Licensed Commercial Herbicide Applicator

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Skills in computer programs like Word, Excel, Power Point, and Central Irrigation Control
- Supervisory and interpersonal skills
- Knowledge of raw-water system delivery pumps and pumping controls
- Skills in small engine repair
- Knowledge of equipment electrical systems and the ability to troubleshoot
- Ability to read and understand technical manuals and blueprints
- Ability to work as a team
- Ability to safely lift and carry up to 55 lbs
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability and willingness to be on call and/or respond to calls 24/7 on a rotational schedule
- Interact with the public sector, principals, contractors, athletic directors, and students
- Willingness to grow and evolve with responsibilities and technologies
- 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, and/or other department software packages
- Operating knowledge of District-facilitated, web-based programs, including School Dude
- Operating knowledge of and experience with typical office equipment such as telephones, copier, fax machine, E-mail, etc.
- Ability to operate heavy equipment, shop tools, welding equipment, and specialized landscape equipment
- Adhere to 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 methods



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>OUTDOOR SERVICES LEAD TECHNICIAN</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job has direct supervisory responsibilities.	one year-round as well as seasonal employees

**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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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	