



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Outdoor Services Technician**
Job Family: **Outdoor Services**
Prepared/Revised Date: **January 29, 2020**

FLSA Status: **Non-Exempt**
Pay Range: **OS15H**
Job Code: **61913**

SUMMARY: Under general supervision, perform a variety of skilled and semi-skilled tasks in all phases of school grounds maintenance including: facility repair and maintenance; snow/ice removal; turf, tree, shrub, and plant care; repair of irrigation systems; 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. Perform necessary repairs to outdoor facilities, playgrounds, etc. | D | 25% |
| 2. Repair and renovate irrigation systems (seasonal). | D | 15% |
| 3. Operate medium to heavy duty motor vehicles and equipment. | D | 9% |
| 4. Repair electrical problems in controllers, pumps, and electrical valves (seasonal). | D | 5% |
| 5. Provide assistance to seasonal/hourly personnel in the field. | D | 5% |
| 6. Utilize District computer system. | D | 4% |
| 7. Attend work and arrive in a timely manner. | D | 1% |
| 8. Prepare and maintain athletic fields and tennis, basketball, and all hard surface courts for recreational use (seasonal). | W | 9% |
| 9. Operate specialized turf maintenance equipment. | W | 5% |
| 10. Renovate athletic fields and maintain backstops, fences, and metal bleachers. | Q | 15% |
| 11. Perform snow removal and ice mitigation as needed (seasonal) to ensure safe egress to and from buildings. | A | 5% |
| 12. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure. | A | 1% |
| 13. Perform other duties as assigned. | Ongoing | 1% |
| | TOTAL= | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or GED
- Two to three years of related experience in grounds maintenance or closely related field
- Vocational school or equivalent combination of education and experience is required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado Driver's License
- Must meet District driver insurability requirements
- Valid Colorado Commercial Driver's License (CDL) or ability to obtain CDL within six months of hire date



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 heavy 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, 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, 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 knowledge of pump stations, control systems, design and installation of irrigation systems, and raw water delivery systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | | |
|------------------------|--|-----------------------|
| | | # 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 |
| 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 | |