



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

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

FLSA Status: **Non-Exempt**
Pay Range: **OS10H**
Job Code: **61902**

SUMMARY: Under general supervision of a lead technician, maintain specific areas such as playgrounds, athletic fields, signs, and parking lots. Work on equipment, landscaping, irrigation, and forestry. Maintain and repair current Outdoor Services facilities.

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. Assist with installation, repair, and maintenance of irrigation systems (seasonal).	D	15%
2. Operate medium to heavy duty motor vehicles.	D	9%
3. Attend work and arrive in a timely manner.	D	1%
4. Maintain athletic fields and tracks.	W	20%
5. Operate specialized turf maintenance equipment.	W	5%
6. Perform sign installation and maintenance.	W	5%
7. Operate heavy equipment as needed.	W	5%
8. Maintain playground equipment and surfacing.	M	10%
9. Perform turf and tree maintenance.	M	10%
10. Repair all types of fencing and backstops.	Q	9%
11. Repair and replace asphalt.	Q	5%
12. Plow snow and perform ice mitigation when needed (seasonal).	Q	5%
13. Perform other duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or GED plus one year of related experience required (equivalent combination of education and experience is acceptable)



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado Driver’s License
- Valid Colorado Commercial Driver’s License (CDL) or ability to obtain CDL within six months of hire date

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to operate hand tools, power tools, and heavy equipment
- Ability to work with and be a part of a team
- Ability to follow written and oral directions
- Ability to communicate with students, staff, and community
- Ability to use computer programs such as Word, Excel, and Outlook
- Ability to safely lift and carry up to 55 lbs
- Ability to work on call and to work additional hours as needed
- 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 and understand the safe operation of heavy equipment, shop tools, specialized landscape equipment
- Ability to understand and follow federal laws and CDOT regulations for commercial drivers
- General knowledge of irrigation systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	OUTDOOR SERVICES TECHNICIAN I	# 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	