



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Facilities Technician**  
Job Family: **Maintenance/Facilities**  
Prepared/Revised Date: **August 1, 2024**

FLSA Status: **Non-Exempt**  
Pay Range: **MT32H**  
Job Code: **33306**

**SUMMARY:** Responsible for performing tasks to support the successful implementation of environmental compliance requirements, coordinate asset management and maintenance data collection and reporting and back-up the duties of the energy and sustainability technician. This position assures compliance with local, state, and federal requirements in areas such as hazardous waste, stormwater, and asbestos.

**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 = <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. Coordinate implementation and maintain the asset management software program for operations. Physically tag PSD assets with QR code. Track maintenance through work order system.	D	49%
2. Assist with implementation of safe water drinking standards and coordinate with the State health department on testing and reporting.	W	10%
3. Work with sites to assure compliance with health department inspections.	W	5%
4. Assure compliance with hazardous waste and biomedical disposal, recordkeeping and compliance district wide.	M	15%
5. Assure compliance with and implement the district's asbestos program.	M	10%
6. Assist site chemical coordinators in understanding health department and chemical management requirements.	M	5%
7. Backup duties of energy and sustainability technician including utility bill data entry, sustainability initiatives, and indoor air quality.	M	1%
8. Assist with implementation of radon testing requirements at sites.	A	3%
9. Attend work and arrive in a timely manner.	D	1%
10. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

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

- High school diploma or completion of G.E.D. required
- Associate degree in environmental compliance or related field required
- At least three years' experience in an environmental compliance related field

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

- Criminal background check required for hire
- Haz Whopper and AHERA certification or ability to obtain within 6 months of hire
- Valid US driver's license
- Ability to meet district insurability requirements



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

- Oral and written communication skills
- Research and math skills
- Organizational, scheduling and coordination skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to be a part of and work with a team
- Ability to work overtime and/or outside normal work hours of 7:00am-3:30pm
- Ability and willingness to be on-call and/or respond to calls 24/7
- 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, District policies, administrative guidelines 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 Office, Outlook, FrontPage and/or other department software packages
- Computer skills including, but not limited to, automated utility tracking software, spreadsheets, word processing, building automation systems, system scheduling and interface, database usage and development
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Assistant Director of Facilities	
<b>Direct reports:</b>	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.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	