Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Outdoor Services Lead Mechanic**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified - Outdoor Services**	Pay Range:	**OS26H**
Prepared/Revised Date:	**August 1, 2024**	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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Fix and/or repair unsafe equipment, and perform ongoing preventative maintenance, including accurate service recordkeeping of all OS equipment.
2. Lead, monitor, schedule, and evaluate work of OS shop mechanic.
3. Coordinate equipment needs with other departmental managers and lead staff.
4. Coordinate equipment use, delivery, and availability to department personnel by using a check-out/check-in system.
5. 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.
6. Work closely with the Transportation Shop Supervisor in coordinating Outdoor Services' vehicle repair and maintenance.
7. Maintain a safe, clean, and orderly shop environment at all times.
8. Maintain proper shop supplies and parts for all groundskeeping and welding equipment.
9. Provide welding repair and fabrication for all OS equipment in-house as well as field repairs and provide welding needs for other maintenance departments as needed.
10. Responsible for repair and maintenance of all snow and ice removal equipment. Remove snow and ice as needed to ensure safe egress to and from buildings.
11. Provide equipment use, instruction, and safety instruction to seasonal employees.
12. Demonstrate the ability to perform state-required CDOT trailer inspections.
13. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/District closure.
14. Perform other duties as assigned.

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
- Valid US driver's license
- Must meet District driver insurability requirements
- 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
- 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 work with staff, students, and community
- Ability to safely lift and carry up to 55 lbs
- Ability to read and interpret blueprints and spec manuals
- Demonstrate project management skills
- 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 Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of school-based programs, including the maintenance request system, 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:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Outdoor Services Manager	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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 ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	