



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Facilities Technician**
Job Family: **Facilities**
Prepared/Revised Date: **June 24, 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 and backs 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 = 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 pest control contractor implementation of integrated pest management program. | D | 15% |
| 2. Attend work and arrive in a timely manner. | D | 1% |
| 3. Assure compliance with and implement the district's asbestos program. | W | 15% |
| 4. Work with sites to assure compliance with health department inspections. | W | 15% |
| 5. Backup duties of energy and sustainability technician including utility bill data entry, sustainability initiatives, and indoor air quality. | W | 8% |
| 6. Assist site chemical coordinators in understanding health department and chemical management requirements. | M | 15% |
| 7. Assure compliance with hazardous waste and biomedical disposal district wide. | M | 10% |
| 8. Assist with implementation of the Stormwater compliance program. | M | 10% |
| 9. Assist in resolving equipment issues with indoor air quality monitors. | M | 5% |
| 10. Assist with implementation of radon testing requirements at sites. | A | 5% |
| 11. Perform other duties as assigned. | Ongoing | 1% |
| | TOTAL= | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or G.E.D. required
- Associate degree in a field related to environment compliance required
- At least three years experience in a related environmental compliance field preferred

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
- Must meet District driver insurability requirements



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- Interpersonal relations skills
- Organizational, scheduling, and coordination skills
- Word processing, spreadsheets, and database skills
- Research and mathematical skills
- Ability to be a part of and work with a team
- 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
- 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 and/or other department software packages
- 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 |
|------------------------|--|----------------|
| Reports to: | Assistant Director of Facilities | |
| 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 | | | |



| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| 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 | |