



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Outdoor Services Manager**
Job Family: **Professional**
Prepared/Revised Date: **August 1, 2024**

FLSA Status: **Exempt**
Pay Range: **Schedule A/P, Grade S**
Job Code: **35726**

SUMMARY: Responsible for all grounds facilities outside of district buildings, including the construction and maintenance of playgrounds, asphalt, concrete, turf, irrigation, and athletic fields. Supervise department employees and manage all grounds facilities maintenance work including snow removal operations, turf maintenance, mowing, tree and shrub management, and herbicide program. Manage department budget, assist in planning new or remodels of district facilities, assure all mandates and applicable codes are adhered to. Supervise maintenance and procurement of department equipment and improve efficiency and methodology of the outdoor services department through long range planning. Coordinate with outside agencies on joint use 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. 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. Ensure safe and well-managed playgrounds, athletic fields and outdoor environments by planning, estimating and scheduling all preventive, corrective, and planned maintenance work to ensure the effective use of personnel, finances, and equipment resources.
2. Create and maintain a high standard of grounds maintenance through support, guidance and supervision of a technically skilled staff. Hire, train and supervise staff, provide ongoing feedback and conduct performance evaluations.
3. Coordinate with Planning, Design, and Construction Department in implementing and prioritizing various building improvements and renovations. Provide project management for bond projects related to Outdoor Services. Provide input at final walk-through on all construction projects as it relates to Outdoor Services to ensure contract compliance, occupancy, quality and completeness of work. Participate in meetings with general contractors and subcontractors for project scope of work development and project implementation and review. Evaluate construction documents to determine cost effectiveness and/or optional solutions for desired outcomes.
4. Develop, estimate, manage, bid and schedule capital projects and general fund projects, including asphalt restoration, concrete improvements, tree removal and maintenance, tennis courts, and life safety projects including ADA compliance.



5. Assist schools in defining, prioritizing, and scheduling maintenance and improvement projects at their facilities. Communicate with principals, department leaders, and other administrators on the scheduling and completion of all outdoor maintenance work at assigned facilities. Resolve operational or maintenance issues that are vital to the instructional program.
6. Manage department budget including development, monitoring, and allocating funds on a priority basis.
7. Coordinate district-wide snow removal operations, mowing operations and the district-wide herbicide/fertilization program. Remove snow and ice as needed to ensure safe egress to and from buildings. Analyze bids, proposals, and overall performance of snow removal contractors.
8. Respond to site or building emergencies that affect the operation of the schools or district buildings to ensure uninterrupted delivery of the educational programs and support services. Operate as the contact person regarding potential and actual grounds-related hazards and emergencies. Provide emergency response to the Crisis Management Team regarding facility issues as part of the district's Districts Crisis Response Team.
9. Develop and implement a preventative and corrective maintenance program as it relates to Outdoor Services, anticipate future needs and estimated costs, make recommendations regarding types of equipment necessary for operation of the department.
10. Research and implement new technologies and safety regulations in the grounds industry through in-services, seminars and practical experience.
11. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or two-year college certificate, journeyman license, or technical program beyond high school, requiring two years of formal schooling or training
- More than three years of progressive, related experience, including two years of supervisory experience required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must meet District driver insurability requirements
- Valid Class A Commercial driver's license (CDL) with air brake endorsements, preferred at hire but must be able to obtain within 6 months of hire date

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills, including budget and budget development



- 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 be on call and/or respond to calls 24/7
- Demonstrate specialized mechanical skills
- Skills in editing and proof-reading blueprints and technical manuals
- Specialized skills for supervising and adapting to the outdoor work environment
- Project management skills
- Ability to safely lift and carry up to 55 pounds
- Ability to operate heavy equipment, shop tools, welding equipment and specialized landscape equipment, including federal and CDOT regulations for commercial drivers
- 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.
- Ability to operate heavy equipment, shop tools, welding equipment and specialized landscape equipment, including federal and CDOT regulations for commercial drivers
- Operating knowledge of irrigation systems, pumps, raw water delivery and control systems
- Operating knowledge of work order and workflow management



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Director Facilities	
Direct reports:	Outdoor Services Supervisor	1
	Irrigation Landscape Specialist	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

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
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	