



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **District Outdoor Services Manager**
 Job Family: **Operations**
 Prepared/Revised Date: **March 7, 2018**

FLSA Status: **Exempt**
 Pay Range: **OP40Y**
 Job Code: **35706**

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 seek to improve efficiency and methodology of 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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. 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.	D	30%
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.	D	20%
3. Attend work and arrive in a timely manner.	D	1%
4. 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.	W	5%
5. Manage department budget including development, monitoring, and allocating funds on a priority basis.	W	5%
6. 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. Coordinate district-wide snow removal operations, mowing operations and the district-wide herbicide/fertilization program.	M	10%
7. 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.	M	5%
8. 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.	M	5%



9. Keep the department up-to-date regarding new technologies and safety regulations in the grounds industry through in-services, seminars and practical experience.	Q	5%
10. Assist the Planning, Design, and Construction Department in planning 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.	A	10%
11. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s 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
- 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 prehensibility to promote and follow Board of Education policies, District 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 Office and/or other department software packages
- Operating knowledge of and experience with typical 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 work flow management

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Landscape Specialist	1
	Outdoor Services Lead Mechanic	1
	Outdoor Services Lead Technician	5
	Outdoor Services Mechanic	1
	Outdoor Services Technician I	4
	Outdoor Services Technician II	1

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

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		



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	