



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Outdoor Services Supervisor**  
 Job Family: **Outdoor Services**  
 Prepared/Revised Date: **January 20, 2023**

FLSA Status: **Exempt**  
 Pay Range: **OP25Y**  
 Job Code: **61307**

**SUMMARY:** Coordinate and direct the daily activities and work assignments of Outdoor Services personnel. Assist Outdoor Services Manager in developing grounds keeping maintenance schedules and activities, managing projects, and coordinating contracted work. Schedule, prioritize, and communicate repairs and maintenance to the Outdoor Services Manager. Responsible for departmental grounds equipment and welding, which includes operational safety, condition, and at times, delivery to school sites.

**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  (limit of 13 of the most important 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 and direct daily work for lead Outdoor Services technicians. Monitor and evaluate work on site as needed.	D	20%
2. Assist Outdoor Services Manager in development and prioritization of department goals and initiatives.	D	10%
3. Support Outdoor Services Manager with contracted services including snow removal and mowing. Maintain working relationships with contracted vendors, schedule contracted work and evaluate work on site if needed.	D	5%
4. Ensure safe working conditions for all Outdoor Services staff. Provide training and guidance on specialized equipment. Maintain supply of personal protective equipment (PPE) and verify field use as appropriate.	D	5%
5. Work with Outdoor Services Manager to develop and implement preventative maintenance programs. Fix and/or repair unsafe equipment, and perform ongoing preventative maintenance, including accurate service recordkeeping of all OS equipment.	D	5%
6. Respond to emergency calls 24 hours a day as needed.	D	1%
7. Attend work and arrive in a timely manner.	D	1%
8. Conduct interviews and recommend hiring of employees. Coordinate onboarding and training for all new Outdoor Services employees including seasonal employees. Responsible for evaluating all lead technicians and seasonal employees.	A	20%
9. Provide repair and maintenance of all department equipment, including snow and ice removal equipment, on-site/off-site response to welding repairs, equipment breakdowns, or disabled vehicles.	A	20%
10. Assist Outdoor Services Manager in allocation of department budget. Including capital projects and general fund expenditures. Make recommendations for equipment and supply needs.	A	10%
11. Respond as essential personnel in case of an emergency, weather, or environmental event, and/or school/facility/district closure.	A	2%
12. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>



### **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 preferred
- 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 Colorado Commercial 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
- Playground certification preferred

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

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding 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 be on call and/or respond to calls 24/7
- Supervisory skills required
- Ability to read and interpret blueprints and spec manuals
- Demonstrate project management skills
- Ability to work with staff, students, and the community
- 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, Superintendent 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 Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of school-based programs, including District work order system
- 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 knowledge of pump and pump control systems, design and installation of irrigation systems, and raw water delivery systems



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>OUTDOOR SERVICES SUPERVISOR</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	Outdoor Services Lead Technician	6
	Outdoor Services Mechanic	1
	Outdoor Services Seasonal	Up to 25

- Responsible for assisting with interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

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

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		



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