



**Downtown Halifax Business Commission
Downtown Halifax Crew Leader Job Description**

Job Title: Downtown Halifax Crew Leader

Reports to: DHBC Placemaking Manager

Duration: Monday, April 13, 2026 – Sunday, August 30, 2026 (20 weeks) - with the potential of part-time work in the fall.

Education: Currently enrolled as a post-secondary student

Salary: \$18.00/hour for a 40-hour work week (8:15 am – 4:30 pm)

Position Summary:

Reporting to the DHBC Placemaking Manager, and ultimately the Director of Finance and Operations, the Downtown Halifax Crew Leader is responsible for supervising and supporting the day-to-day operations of the Downtown Halifax Crew. This role works closely with DHBC staff to ensure that streetscape maintenance and placemaking initiatives are delivered effectively within the Downtown Halifax Business Commission's designated service area (see Figure 1).

Under the guidance and mentorship of the Placemaking Manager, the Crew Leader will oversee the Crew's work in maintaining sidewalks, streets, and community bulletin boards, ensuring that all services are delivered to a high standard. The Crew Leader is also responsible for coordinating daily tasks, supporting crew development, and fostering a collaborative and productive team environment.

As visible representatives of the Downtown Halifax Business Commission, the Crew Leader and Crew Members are expected to consistently project a positive and professional image while working throughout the Downtown district. The Crew Leader will also support the team in providing helpful information to residents, visitors, and tourists, contributing to a Downtown environment that is clean, welcoming, and safe for all.

The ideal candidate will demonstrate strong leadership and organizational skills, the ability to work effectively with a diverse team, and the physical capacity to perform outdoor work for extended periods. The successful candidate will also exhibit excellent time management, professionalism, and a strong commitment to upholding DHBC policies and standards.



Figure 1: Map of Downtown Halifax Business Commission Boundary.

Responsibilities of the Downtown Halifax Crew Leader

The Downtown Halifax Crew Leader is responsible for supervising the Downtown Halifax Crew and supporting the successful delivery of the Downtown Halifax Business Commission’s (DHBC) placemaking and streetscape maintenance initiatives. Responsibilities include, but are not limited to, the following:

- Provide day-to-day leadership and oversight of the Downtown Halifax Crew, serving as the primary liaison between Crew Members, the DHBC Placemaking Manager, and other DHBC staff.
- Mentor and support Crew Members in developing strong work habits, communication skills, and teamwork to successfully carry out their responsibilities.
- Coordinate regular crew meetings, assist with onboarding and training of new staff, address performance issues when necessary, and provide daily updates to the DHBC Placemaking Manager.
- Assess on-site situations, identify operational issues, and develop and implement effective solutions in a timely manner.
- Ensure Crew Members report to work punctually, wear appropriate uniforms, and carry out assigned duties to a high standard.
- Oversee the collection of litter and debris from sidewalks, curbs, and gutters throughout the Downtown district.
- Ensure proper disposal of collected litter and garbage at designated drop zones throughout Downtown Halifax.
- Act as a visible ambassador for DHBC Members by maintaining a professional presence in high-visibility areas and assisting local residents and visitors with information when needed.
- Oversee the cleaning, sanitization, and minor repairs of public picnic tables and other streetscape amenities.
- Maintain and monitor the Crew’s asset log, and report any damaged or deteriorating streetscape elements—including banners, picnic tables, benches, bike racks, litter bins,

newspaper boxes, mailboxes, kiosks, and buildings—to the DHBC Placemaking Manager and/or the Halifax Regional Municipality (HRM).

- Identify and report streetscape issues such as burned-out lights, sidewalk cracks, loose bricks, damaged trees, or graffiti.
- Assist with the upkeep and painting of streetscape amenities, including bike racks, picnic tables, street benches, signposts, and decorative lamp posts.
- Coordinate the removal of posters from kiosks on a bi-monthly basis, and remove unauthorized posters, handbills, and flyers from other surfaces throughout the downtown area.
- Support the DHBC graffiti removal program and report recurring problem areas to the Placemaking Manager.
- Assist with small- to medium-scale Downtown activations, including helping DHBC staff with event setup and teardown when required.
- Maintain a clean, organized, and safe work and tool storage area, while tracking and managing inventory of cleaning supplies, materials, and equipment.
- Maintain an inventory of promotional materials used by the Downtown Halifax Crew.
- Perform other related duties as required to support the operations and objectives of the DHBC.

Qualifications:

- Demonstrated **leadership, communication, and interpersonal skills**, with the ability to effectively supervise, motivate, and support a small team.
- Strong **organizational and time-management abilities**, with the capacity to prioritize tasks and coordinate daily activities in a dynamic outdoor work environment.
- Ability to **work independently with minimal supervision**, while also contributing positively within a collaborative team setting.
- **Physical ability and stamina** to perform active outdoor work for extended periods, including standing and walking for up to 8 hours per day and working in varying weather conditions.
- Strong **problem-solving and decision-making skills**, with the ability to assess situations and respond appropriately in a timely manner.
- Demonstrated **reliability, professionalism, and accountability**, including the ability to model positive work habits and uphold organizational policies and standards.
- Ability to **communicate effectively with a diverse range of individuals**, including team members, Downtown businesses, residents, and visitors.
- Experience in **team supervision, crew coordination, or leadership roles** is considered an asset.
- Familiarity with **Downtown Halifax and its business district** is considered an asset.
- Experience with **basic maintenance, cleaning operations, or streetscape/grounds maintenance** is considered an asset.
- Ability to **maintain accurate records and complete daily reporting** as required.
- Commitment to **working for the full duration of the contract period**.

Send cover letter and résumé (Word document or PDF) by Sunday, April 5, 2026 at 11:59pm, to Jonathan Goldson at jonathan@downtownhalifax.ca.