



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

Title:	Downtown Halifax Crew Member
Reports to:	Downtown Halifax Crew Leader and DHBC Placemaking Manager
Duration:	Immediate start date continuing to Sunday, August 30, 2026 (18 weeks) – with the potential of part-time work in the fall.
Education:	Currently enrolled as a secondary or post-secondary student
Salary:	\$17.00/hour for a 40-hour work week (8:15 am – 4:30 pm)

Position Summary:

Working closely with the staff of the Downtown Halifax Business Commission (DHBC), the Downtown Halifax Crew Member reports to the Downtown Halifax Crew Leader and the Placemaking Manager, and ultimately to the Director of Finance and Operations. In this role, the Crew Member supports DHBC's efforts to create and maintain a clean, welcoming, and safe Downtown environment for Halifax residents, local businesses, visitors, and regional tourists.

Downtown Halifax Crew Members work collaboratively as part of a team to maintain the appearance and functionality of the public realm within the DHBC's designated service area. Key responsibilities include maintaining streets and sidewalks, sanitizing public amenities, assisting with graffiti removal, painting streetscape assets, removing unauthorized posters and handbills, and supporting kiosk and pole-collar maintenance as required.

While carrying out their duties, Crew Members serve as visible ambassadors for Downtown Halifax (see figure 1). They are expected to represent DHBC in a professional and positive manner, while offering friendly assistance and information to residents, visitors, and tourists when needed.

In addition to maintaining the cleanliness and appearance of the district, Crew Members play an important role in supporting DHBC placemaking initiatives that contribute to a vibrant Downtown experience. Through their daily presence and engagement with the public realm, Crew Members help foster a sense of pride, safety, and community within Downtown Halifax, ensuring that the area remains an attractive and welcoming destination for everyone who lives, works, and visits the district.



Figure 1: Map of Downtown Halifax Business Commission Boundary.

Responsibilities of the Downtown Halifax Crew Member

The Downtown Halifax Crew Member supports the Downtown Halifax Business Commission’s (DHBC) efforts to maintain a clean, welcoming, and vibrant Downtown environment. Responsibilities include, but are not limited to, the following:

- Collect litter and debris from sidewalks, curbs, and gutters throughout the Downtown Halifax district.
- Sanitize high-touch public surfaces, including picnic tables, pedestrian crosswalk push buttons, mailboxes.
- Provide helpful information about Downtown Halifax to residents, visitors, and regional tourists to enhance their experience in the district.
- Observe conditions throughout the Downtown area, identify maintenance or safety concerns, and take appropriate action when possible.
- Monitor and maintain high-visibility areas of the Downtown district, particularly during small to medium-scale activations and events.
- Remove posters from kiosks and pole-collars on a bi-monthly basis and remove unauthorized posters, handbills, and flyers from other surfaces throughout the Downtown area.
- Perform basic weed control and general upkeep of designated areas within the public realm.
- Support DHBC outreach efforts by interacting with DHBC Members and assisting with the distribution of promotional materials when required.
- Assist with the DHBC graffiti removal program and report recurring problem areas to the Downtown Halifax Crew Leader.
- Report damaged or deteriorating streetscape elements to the Downtown Halifax Crew Leader and the DHBC Placemaking Manager. This includes banners, flower baskets, planter boxes,

benches, picnic tables, bike racks, litter bins, newspaper boxes, mailboxes, buildings, kiosks, and pole-collars.

- Identify and report streetscape issues such as burned-out lights, cracked sidewalks, loose bricks, damaged trees, or graffiti.
- Assist with the maintenance and painting of streetscape amenities, including bike racks, street benches, picnic tables, signposts, and decorative lamp posts.
- Help monitor and maintain inventory of supplies and materials, including tourist information and operational equipment.
- Track and record basic operational statistics related to crew activities within the downtown district.
- Report to work on time, in uniform, and perform assigned duties in a professional and responsible manner.
- Perform other related duties as assigned to support DHBC operations and initiatives.

Qualifications

- Strong **communication and interpersonal skills**, with the ability to interact professionally and respectfully with team members, Downtown businesses, residents, and visitors.
- Demonstrated **organizational and time-management skills**, with the ability to follow schedules, complete assigned tasks efficiently, and adapt to changing priorities.
- Ability to **work both independently and collaboratively** in a team environment with moderate supervision.
- **Physical ability and stamina** to perform active outdoor work for extended periods, including standing, walking, bending, and lifting, while working in varying weather conditions.
- Strong **attention to detail and observational skills**, with the ability to identify maintenance issues or irregularities within the public realm.
- Demonstrated **reliability, punctuality, and professionalism** in maintaining a positive and responsible work ethic.
- Ability to **represent the Downtown Halifax Business Commission in a positive and professional manner**, particularly when interacting with the public.
- Basic **problem-solving skills** and the ability to respond appropriately to routine operational challenges.
- Experience in **cleaning, maintenance, landscaping, or general labour** is considered an asset.
- Familiarity with **Downtown Halifax and the local business district** is considered an asset.
- Experience working in **customer service, tourism, or community-facing roles** is considered an asset.
- Willingness and commitment to **work for the full duration of the contract period**.
- This position is funded in part through the **Canada Summer Jobs** program. To be eligible, applicants must:
 - Be **between 15 and 30 years of age** (inclusive) at the start of employment.

- Be **legally entitled to work in Canada**, which includes Canadian citizens and permanent residents.
- **International students are not eligible** under the Canada Summer Jobs program guidelines.

Send cover letter and résumé (Word document or PDF) by **Friday, May 8, 2026 at 5:00 pm (ADT)**, to Jonathan Goldson at jonathan@downtownhalifax.ca.