

**Downtown Halifax Business Commission  
Job Posting**

**Title:** Downtown Halifax Crew Member  
**Manager:** Downtown Halifax Crew Supervisor and DHBC Director of Operations  
**Duration:** ASAP, to Sunday, August 30, 2020  
**Salary:** \$13.00/hour for a 40-hour work week (8:15 am – 4:30 pm)

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**A Note on COVID-19:**

For the health, safety, and well-being of staff, members, and the public, Downtown Halifax Business Commission (DHBC) is currently following the directives of the Nova Scotia Health Authority. DHBC will have a safety plan and protocols in place and will provide training (in accordance to the Canadian Centre for Occupational Health and Safety) to ensure that all Downtown Halifax Crew Members remain safe during their employment.

**Position Summary:**

Working with the staff of Downtown Halifax Business Commission (DHBC) and reporting to the Downtown Halifax Crew Supervisor and the DHBC Director of Operations, the Downtown Halifax Crew Member will create and maintain a clean, welcoming, and safe environment for Halifax residents, visitors, and tourists. The Downtown Halifax Crew Member will work cooperatively with other Members of the team to: maintain streets and sidewalks; sanitize items of the public realm; remove graffiti; paint public realm assets; assist with poster removal; and kiosk and pole-collar duties as required within the defined area of DHBC. While working at assigned tasks, the Downtown Halifax Crew Member will project a positive image of Downtown Halifax Business Commission, and will provide information and assistance to the residents, visitors, and tourists in a friendly, helpful manner.

**Daily responsibilities include, but not limited to:**

- Sweeping up all forms of litter and garbage on sidewalks, curbs, and gutters throughout Downtown Halifax;
- Sanitizing high-touch surfaces, e.g. pedestrian crosswalk push buttons, mailboxes, and door handles;
- Provide information regarding Downtown to residents, visitors, and tourists to enhance their experience;
- Crew Member is responsible for assessing situations, identifying problems and implementing solutions;
- Crew Member is responsible for reporting to work on time, in uniform, and perform their duties as required;
- Report to the Downtown Halifax Crew Supervisor and Director of Operations any damaged or worn-looking banners, flower baskets, planter boxes, benches, bike racks, litter bins, newspaper boxes, mailboxes, buildings, all necessary repairs to kiosks/pole-collars, and any irregularities on the streets, including: burned-out lights, cracks in sidewalks, loose bricks, broken trees, and graffiti.

**Other responsibilities may include:**

- Attend to key areas of high visibility, particularly during small to medium-scale events and activities held in Downtown (that are deemed safe by the Nova Scotia Health Authority);
- Responsible for painting of street amenities such as bike racks, street benches, signposts and decorative lamp posts;
- Poster removal from kiosks and pole-collars twice a month;
- Remove posters, handbills, and flyers from lamp posts and other surfaces within Downtown;
- Maintain community bulletin boards;
- Weed control;
- Assist with the graffiti removal program, and report problem areas to the Director of Operations for follow-up;
- Assist in keeping an inventory of necessary supplies, including tourist information and reporting requirements to the Downtown Halifax Crew Supervisor;
- Other duties as required.

**Please send résumé with attached cover letter (Word document or PDF) to:  
Nate Taylor at [dhbc@downtownhalifax.ca](mailto:dhbc@downtownhalifax.ca) ASAP.**