



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

Title:	Downtown Halifax Crew Member
Reports to:	Downtown Halifax Crew Leader and DHBC Events & Operations Coordinator
Duration:	Wednesday, May 5, 2021, to Sunday, August 29, 2021 (with the potential of part-time work in the fall)
Education:	Currently enrolled as a post-secondary student
Salary:	\$13.50/hour for a 40-hour work week (8:15 am – 4:30 pm)

Position Summary:

Working with the staff of Downtown Halifax Business Commission (DHBC) and reporting to the Downtown Halifax Crew Leader and the DHBC Events & Operations Coordinator, and ultimately 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 regional 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 regional tourists in a friendly, helpful manner.

Daily responsibilities of the Crew Member include, but are 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., picnic tables, pedestrian crosswalk push buttons, mailboxes, and door handles;
- Provide information regarding Downtown to residents, visitors, and regional tourists to enhance their experience;
- Assessing situations, identifying problems, and implementing solutions;
- Reporting to work on time, in uniform, and performing duties as required;
- Reporting to the Downtown Halifax Crew Leader and DHBC Events & Operations Coordinator any damaged or worn-looking banners, flower baskets, planter boxes, benches, picnic tables, 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:

- Attending to key areas of high visibility, particularly during small to medium-scale activations held in Downtown (that are deemed safe by the Nova Scotia Health Authority);
- Painting of street amenities such as bike racks, street benches, picnic tables, signposts and decorative lamp posts;
- Removing posters from kiosks and pole-collars twice a month and removing posters, handbills, and flyers from lamp posts and other surfaces within Downtown;
- Maintaining community bulletin boards;
- Maintaining weed control;
- Assisting with the graffiti removal program, and reporting problem areas to the Downtown Halifax Crew Leader;
- Assisting in keeping an inventory of necessary supplies, including tourist information, and reporting requirements to the Downtown Halifax Crew Leader;
- Keeping track of general statistics within the Downtown Halifax district;
- Collecting DHBC Member data;
- Interacting with DHBC Members, particularly when distributing promotional material;
- Other duties as required.

Qualifications:

- Excellent communication and interpersonal skills
- Must possess strong time-management and organizational skills
- Ability to work independently and in a team environment with moderate supervision
- Ability to work on your feet and outdoors in all types of weather
- Commitment to working for the duration of the contract

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 has a safety plan and protocols in place and will provide training (in accordance with the Canadian Centre for Occupational Health and Safety) to ensure that all Downtown Halifax Crew Members remain safe during their employment.

Send cover letter and résumé (Word document or PDF) by April 2, 2021, to Nate Taylor at dhbc@downtownhalifax.ca.