



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

Job Title: Downtown Halifax Crew Leader
Reports to: DHBC Events & Operations Coordinator
Duration: Monday, April 19, 2021 – Sunday, August 29, 2021 (with the potential of part-time work in the fall)
Education: Currently enrolled as a post-secondary student
Salary: \$14.50/hour for a 40-hour work week (8:15 am – 4:30 pm)

Position Summary:

Working with the staff of the Downtown Halifax Business Commission and reporting to the DHBC Events & Operations Coordinator, and ultimately the DHBC Director of Operations, the Downtown Halifax Crew Leader will be responsible for supervising the Downtown Halifax Crew. The DHBC Events & Operations Coordinator will oversee the supervision of the Downtown Halifax Crew and mentor Downtown Halifax Crew Leader to help develop fundamental, personal, and teamwork skills to achieve the job responsibilities. The Crew Leader will ensure that street, sidewalk, and bulletin board maintenance services are provided within the defined area of Downtown Halifax Business Commission. The Crew Leader will ensure that the Downtown Halifax Crew Members always project a positive image of the Downtown Halifax Business Commission and provide information on Downtown to residents, visitors, and regional tourists to create a clean, welcoming, and safe environment for all.

Responsibilities of the Downtown Halifax Crew Leader including, but not limited to:

- Overseeing the Downtown Halifax Crew in a leadership role and act as a liaison between the team, DHBC Events & Operations Coordinator and the rest of the DHBC staff;
- Mentoring Crew Members in developing fundamental, personal, and teamwork skills to achieve the job responsibilities;
- Coordinating Crew meetings, addressing areas of improvement and discipline, daily reporting to the DHBC Events & Operations Coordinator, and helping with Crew Member training;
- Assessing situations, identifying problems, and developing and implementing solutions;
- Ensuring Crew Members report for work on time, in uniform, and perform their duties as required;
- Sweeping up all forms of debris and litter on sidewalks, curbs, and gutters throughout Downtown Halifax;
- Disposing of litter and garbage in predetermined drop zones located throughout the Downtown district;
- Attending to key areas of high visibility, acting as an ambassador for DHBC Members and assisting local visitors;
- Sanitizing high-touch surfaces, e.g. picnic tables, pedestrian crosswalk push buttons, mailboxes, and door handles;

- Maintaining an assets log kept by the Crew Members and reporting to the DHBC Events & Operations Coordinator and/or HRM any damaged or worn looking banners, flower baskets, planter boxes, picnic tables, benches, bike racks, litter bins, newspaper boxes, mailboxes, buildings, all necessary repairs to kiosks/pole collars and any irregularities on the streets – e.g. burned-out lights, cracks in sidewalks, loose bricks, broken trees, and graffiti;
- Painting street amenities such as bike racks, picnic tables, street benches, 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 bulletins;
- Assisting with the graffiti removal program, and reporting problem areas to DHBC Events & Operations Coordinator;
- 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), including assisting office staff with set-up and/or tear down of DHBC organized activations;
- Maintaining a tidy, clean, and safe tool/work area, while keeping an inventory of cleaning materials and equipment;
- Keeping an inventory of all necessary promotional materials for the Downtown Halifax Crew;
- 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.