

**Downtown Halifax Business Commission  
Job Posting**

**Title:** Downtown Halifax Crew Member  
**Manager:** Downtown Halifax Crew Supervisor and DHBC Director of Operations  
**Duration:** Wednesday, May 8, 2019, to Sunday, August 25, 2019  
**Salary:** \$12.00/hour for a 40-hour work week (8:15 am – 4:30 pm)

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**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 Regional Municipality residents, visitors and tourists. The Downtown Halifax Crew Member will work cooperatively with other Members of the team to: maintain streets and sidewalks; remove graffiti; paint public realm items; 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 fashion.

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

- Sweeping up all forms of litter and garbage on sidewalks, curbs and gutters throughout Downtown Halifax;
- 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 – burned-out lights, cracks in sidewalks, loose bricks, broken trees, graffiti.

**Other responsibilities may include:**

- Attend to key areas of high visibility, particularly during high-traffic events, and activities held Downtown (e.g. Halifax International Buskers, Canada Day, Natal Day, Halifax Jazz Festival, Halifax Pride Week Festival and Halifax Waterfront events);
- Assist with summer events coordinated by Downtown Halifax Business Commission;
- Assist office staff with set-up and/or tear-down of events;
- Responsible for painting of street amenities such as bike racks, street benches, sign posts and decorative lampposts;
- Poster removal from kiosks and pole collars twice a month;
- Remove posters, handbills and flyers from lampposts and other surfaces within Downtown area;
- Maintain community bulletin boards;
- 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 resume with attached cover letter (word or PDF) to:**

**Nate Taylor at [dhbc@downtownhalifax.ca](mailto:dhbc@downtownhalifax.ca) by April 12, 2019.**