



**Downtown Halifax Business Commission
Enviro Team Member Job Posting**

Title: Enviro Team Member
Manager: Enviro Team Supervisor and Director of Operations of Downtown Halifax Business Commission
Duration: Wednesday, May 10, 2017, to Sunday, August 27, 2017
Salary: \$11.50/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 Enviro Team Supervisor and the DHBC Director of Operations, the Enviro Team Member will create and maintain a clean, welcoming, and safe environment for Halifax Regional Municipality residents, visitors, and tourists. The Enviro Team 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 the Downtown Halifax Business Commission. While working at assigned tasks, the Enviro Team 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;
- When approached, provide information regarding Downtown to residents, visitors, and tourists to enhance their experience;
- Team Member is responsible for assessing situations, identifying problems, and implementing solutions;
- Team Member is responsible for reporting to work on time, in uniform, and perform their duties as required;
- Report to the Enviro Team 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, and graffiti;

Other Responsibilities may include:

- Attend to key areas of high visibility, particularly during high-traffic events, and activities held Downtown (e.g., Canada 150 celebration events, Halifax International Buskers, Canada Day, Natal Day, Halifax Jazz Festival, Halifax Pride Week Festival, and 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 lamp posts;
- 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 Enviro Team Supervisor;
- Distribution of promotional or informational material to Downtown businesses;
- Other duties as required.

Confidential applications may be sent electronically or by mail to:

Helen Wright, Operations and Events Manager
Downtown Halifax Business Commission
1546 Barrington Street, Suite 104
Halifax, NS B3J 3X7
Tel: (902) 423-5668, Fax: (902) 429-0865
Email: dhbc@downtownhalifax.ca

Applications will be accepted until **April 20, 2017**.

We thank all applicants in advance but advise that only those selected for an interview will be contacted.