

JOB DESCRIPTION

POSITION

This is an on-the-sidewalk role for individuals who enjoy being outdoors, take a completionist approach to tasks and are passionate about community-building. The ideal candidate is self-motivated, responsible and reliable, has an eye for detail and is able to work under minimal supervision.

LOCATION & REPORTING

You will report to 621 Erin Street and will work under the direction of the Maintenance and Operations Coordinator and/or The Street Neat Team leader. All staff positions are ultimately responsible to the Executive Director.

MAIN AREAS OF RESPONSIBILITY

- Clear litter and debris from sidewalks, green spaces, and other public places;
- Plant, water and maintain plants and shrubs in green spaces, street side planters and hanging baskets;
- Empty garbage and recycling containers from BIZ receptacles;
- Use a smart phone to complete work order lists and perform data entry;
- Report street and sidewalk hazards and damage to other public amenities;
- Conduct minor repairs, including but not limited to, painting benches, garbage bins and other street furniture and part replacements;
- Operate van, truck, and utility vehicles for transportation to job sites;
- Qualified staff may operate a Bobcat Toolcat for transportation and cleaning;
- Operate hand power tools and gas-powered equipment typically used in outdoor maintenance;
- Obtain graffiti service release forms from businesses and residents;
- Other duties or projects as required

QUALIFICATIONS

- Physically capable to walk or stand for the entirety of a shift, climb ladders and other physically demanding tasks;
- Frequently carry and walk with 15 lbs, occasionally lift & carry 40 lbs, sometimes lift 70lbs unassisted;
- A valid class 5 driver's license and can present a good drivers abstract;
- Have general mechanical aptitude and knowledge of tools,
- Must be able to read, write and speak in English.

WORK ENVIRONMENT

- Walking/driving in the community. Hot, cold and wet weather may present occasional unfavorable conditions.
- You must be able to work in all types of weather conditions.
- Kitchen facility, lunchroom, and staff area.
- Training, uniform, and personal protective equipment including footwear will be provided.
- The West End BIZ is a small team with management that values input and new ideas. The West End BIZ is passionate about creativity, high-quality service delivery and community-building.

HOURS OF WORK / WAGES

Hours are 7:30 am to 12:30 pm for a total of 5 paid hours per day, 25 hours per week. Days of work are generally Monday to Friday. Occasional Saturdays or Sundays may be required to ensure plant care during hot weather and/or assistance with special events. **\$15.50** per hour. The term runs from **May 6, 2023 to August 23, 2024**. **To apply send cover letter and resume to ryan@westendbiz.ca**

OTHER

- This position is funded by Urban Green Team, requiring the applicant to be 29 years of age or younger, live in Manitoba, and legally entitled to work in Canada. Indigenous Peoples, Persons with Disabilities and Members of Visible Minorities are encouraged to apply.
- Position eligibility may be subject to grant providers specific criteria and requirements. All positions are subject to available funding.