

JOB DESCRIPTION

POSITION

This is an active, outdoor role perfect for individuals who enjoy working outside, take pride in completing tasks thoroughly, and are passionate about keeping their community clean and vibrant. The ideal candidate is self-motivated, dependable, and detail-oriented, with the ability to work independently while making a visible difference in public spaces.

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

- Keep sidewalks, green spaces, and public areas clean by removing litter and debris.
- Plant, water, and maintain flowers, shrubs, and greenery in planters, hanging baskets, and public spaces.
- Empty garbage and recycling containers from BIZ receptacles to maintain a tidy environment.
- Use a smartphone to track tasks, complete work orders, and enter data.
- Identify and report street and sidewalk hazards, as well as damage to public amenities.
- Perform minor repairs such as painting benches, garbage bins, and street furniture, as well as replacing small parts.
- Operate vans, trucks, and utility vehicles to transport equipment and staff to job sites.
- (If qualified) Operate a Bobcat Toolcat for transportation and cleaning tasks.
- Use hand tools and gas-powered equipment for maintenance and beautification tasks.
- Engage with local businesses and residents to obtain graffiti removal consent forms.
- Assist with additional duties or special projects as assigned.

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. **\$16.25** per hour. The term runs from **May 5, 2025 to August 22, 2025. 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.