

Assistant Maintenance Coordinator

(Full Time – Permanent)

JOB DESCRIPTION

POSITION

The Assistant Maintenance Coordinator supports the Maintenance Coordinator in the day-to-day planning, coordination, and delivery of Street Neat team operations. This position combines hands-on field work with operational leadership, including creating daily work plans, assigning and adjusting tasks, coaching and training staff, supporting safe work practices, tracking supplies, and assisting with internal communication and purchasing. The Street Neat Team is responsible for helping improve the perception and well-being of the community by providing street cleaning, graffiti removal, minor repairs, street beautification, snow removal, and other related services. The number of Street Neat Team members varies throughout the year. From April to September, the role involves more staff coordination and field leadership; from September to April, the role becomes more hands-on with fewer staff and greater focus on direct maintenance, graffiti removal, snow clearing, and beautification work.

The successful candidate must be self-motivated, organized, responsible, reliable, hardworking, punctual, and comfortable providing direction to others while also working alongside the team. The candidate must have mechanical aptitude, a passion for improving the community environment, the discipline to work effectively with limited supervision, and the ability to problem-solve in changing field conditions. The position requires the physical ability to lift and carry heavy items, shovel snow for extended periods, operate hand tools, power tools, gas-powered tools, mobile utility equipment, and BIZ vehicles. A cheerful, professional, and approachable attitude is needed when interacting with businesses, community residents, visitors, City staff, and other BIZ staff.

REPORTING

The Assistant Maintenance Coordinator reports to the Maintenance Coordinator and works in a team environment with other BIZ staff. When the Maintenance Coordinator is unavailable, this position acts as the main field contact for Street Neat staff and provides day-to-day directions within established BIZ procedures. All staff positions are ultimately responsible to the Executive Director.

MAIN AREAS OF RESPONSIBILITY

Community Maintenance

- Remove litter from sidewalks, green spaces, and other public places;
- Plant, water and maintain plants and shrubs in green spaces, street side planters and hanging baskets;
- Skillfully operate a ¾ ton truck or similar vehicle to travel to job locations;
- Skillfully operate Bobcat Toolcat to clear sidewalks of snow and debris and various other tasks;
- Operate a line trimmer and push mower to remove weeds and cut tall grass;
- Operate gas powered equipment such as; pressure washer, leaf blower, generator,
- Empty garbage and recycling containers from BIZ receptacles;
- Repairs, including but not limited to, painting benches, garbage bins and other street furniture;
- Install bike racks, benches, and other items onto public sidewalks;

Leadership

- Create daily work plans and schedules in coordination with the Maintenance Coordinator;
- Assign tasks, pair staff together, and adjust work priorities throughout the day as needed;
- Act as the main field contact for Street Neat staff when the Maintenance Coordinator is unavailable;
- Use sound judgment and confidence to make timely day-to-day operational decisions within established BIZ procedures.
- Provide day-to-day direction, coaching, and training to seasonal staff while also working alongside the team;
- Approve routine time-off requests in accordance with BIZ procedures and staffing needs;
- Support safe work practices by encouraging proper procedures, proper use of equipment, and reporting of safety concerns;

Administration

- Enter daily statistics and basic records to the database via smartphone or computer;
- Respond to and follow up on emails related to Street Neat operations;
- Track supply inventory and purchase supplies as needed, with approval for larger or non-routine purchases;
- Communicate operational updates, staffing needs, supply issues, and field concerns to the Maintenance Coordinator;
- Communicate with City departments or individuals by phone, text message, and email as required;
- Collaborate with the Maintenance Coordinator to make improvements to procedures and policies;
- Assist with other BIZ departments with events as required;
- Complete other duties or projects as required.

Graffiti Removal

- Skillfully operate a cargo van or similar vehicle to travel to job locations;
- Remove or conceal graffiti, and determine the best process of doing such (remove by pressure wash, chemical wipes or paint over), based on the affected surface;
- Operate various equipment such as paint sprayers, generators, gas powered pressure washers and air compressors;
- Operate electronic colour code capturing devices;
- Obtain waivers signed by area businesses and residents;

QUALIFICATIONS

- (Asset) Have experience working with small engines and repair, carpentry skills
- (Asset) Have plant identification and care skills.
- Minimum one year experience in any type of leadership role
- Candidates may be required to complete an aptitude test.
- Able to lift and move 65lbs/30kgs unassisted.
- Perform all physical duties as required for the position, including but not limited to ladder climbing, moderate lifting, overhead reaching, walking as required, snow shoveling, and equipment operation.
- Valid driver's license.
- Driver's abstract must be provided.
- Must be able to speak / communicate clearly in English.

WORK ENVIRONMENT

Street Neat Team members work outdoors every day, in all types of weather conditions. Paid training will be provided, a uniform and personal protective equipment will be supplied. Kitchen facilities and locker are available.

HOURS OF WORK / WAGES / OTHER

April 1 to September 30, 7.5 hours per day. October 1 to March 30, 7 hours per day. Generally, Monday to Friday 7:30/8:00 am to 3:30 pm. Occasional Saturdays or Sundays may be required. Salary \$40,000 per year with a review after 6 months.

Annual RRSP contribution of \$1750

Benefits package.

Apply to ryan@westendbiz.ca