



PUBLIC REALM & ENVIRONMENTAL SERVICES COORDINATOR

INTRODUCTION

The Public Realm and Environmental Services Coordinator (PRESC) appreciates the centrality of human relationships, the importance of efficient service delivery, and the holistic nature of maintaining and improving the public realm for the community's benefit. Compassionate, diplomatic, efficient and pragmatic, this professional loves implementing programs that make specific, positive differences to the physical environment that have an impact on the community at large.

POSITION OVERVIEW

The Public Realm & Environmental Services Coordinator (PRESC) will coordinate the operational functions of programs related to maintenance, beautification and infrastructure. The PRESC assists the ED on strategic, administrative and operational matters, coordinates the maintenance and beautification team and special tactical projects related to the infrastructure of Old Market Square, Bijou Park and the BIZ office.

The PRESC is a key staff member of the Exchange District BIZ team and provides critical support to the Executive Director (ED). Often the primary contact with partners and stakeholders related to relevant program areas, all interactions must be genuinely collaborative and solution-oriented.

The PRESC must be well organized, knowledgeable, and professional. The PRESC will work closely with the ED, functioning as the ED's proxy when required, and maintaining strict confidentiality on all sensitive matters. Creativity, attention to detail, strong public relations skills, and quick problem solving abilities are crucial to the position.

REPORTING

The PRESC works closely with, and reports to the ED. In the absence of the ED, the PRESC will communicate directly with the Strategic Initiatives Coordinator and Executive Assistant (SICEA) as proxy and/or with the Board Chair or Board Executive.



MAIN AREAS OF RESPONSIBILITY & RELATED TASKS

The PRESC will ensure a commitment to professional customer service, flexibility to work evenings and weekends if required, and the willingness to take initiative.

GENERAL

- In concert with the ED, define, maintain and advise on workplace health and safety
- Assist with the planning and execution of events and initiatives with relevant staff
- Together with the SICEA, help to maintain a safe, clean and organized office
- Strive to incorporate current technologies and equipment in all areas of beautification, maintenance and infrastructure programming
- Manage the budget, staff and administrative functions of relevant program areas
- Effectively network and regularly meet with City decision makers, stakeholders and other government, business and community leaders on relevant issues
- Provide recommendations to the Executive Director on improving existing and developing new programs, activities and initiatives based on ongoing assessment

BEAUTIFICATION, INFRASTRUCTURE & MAINTENANCE

- Maintain an ongoing awareness of factors affecting the District's physical appearance and usability and work with the Executive Director, the City of Winnipeg and other partner organizations in a spirit of continual improvement
- Provide supervision, leadership and guidance to both full time and seasonal Maintenance & Beautification Staff
- Work in concert with the Community Safety team to address physical infrastructure concerns that impact community safety.
- Help to promote high standards in urban design and street-scaping that respect the physical traditions & context of this historical neighbourhood
- Oversee special projects related to street furnishings and other outdoor fixtures and amenities in the BIZ
- Work with the City, WPA and other partners on transportation and mobility issues facing the Exchange District
- Help to protect BIZ assets and equipment with regular maintenance and updating and ensure appropriate security systems are in place



COOPERATIVELY— WITH ALL STAFF

- Answer phones and forward calls as required, taking detailed messages
- Greet visitors, respond to enquiries and provide information as required
- Receive and distribute mail, and e-mail from general inbox
- Prepare and send courier packages as needed
- Assist with meeting/event site preparation and all meeting/event requirements as needed.

QUALIFICATIONS & SKILLS REQUIRED

The Public Realm and Environmental Services Coordinator will have sound knowledge, and experience in program development and implementation. Experience managing and supervising employees is essential. The Public Realm and Environmental Services Coordinator will be comfortable working with budgets and providing financial reports on related programming areas. Related post-secondary degree, diploma or certificate(s) in one of various fields related to the position is preferred. A combination of relevant experience and education may be considered.

Experience in general outdoor maintenance (painting, planting, litter and graffiti control, etc) and familiarity with the maintenance needs and infrastructure available in Old Market Square is required.

Additionally, demonstrated abilities in:

- Task management, administration and organizations skills and problem solving abilities
- HR skills and abilities, experience in hiring, training and supervising staff and volunteers
- A strategic thinker and planner - ability to anticipate, analyze and think through issues, problems and generate new ideas; strive for innovation
- Fluidity in working in a fast-paced environment with multiple stakeholders
- Project coordination and small team leadership
- Excellent verbal and written communications skills



SUBMISSION DETAILS

To apply, please submit your resume, together with a cover letter to:

jobs@exchangedistrict.org

No later than **5pm, January 11th**, 2021.

Only those selected for interviews will be contacted.