



MAINTENANCE AND BEAUTIFICATION COORDINATOR

JOB DESCRIPTION

INTRODUCTION

The Maintenance and Beautification Coordinator (MBC) enjoys hands-on work and appreciates the importance of maintaining and improving public spaces for community benefit. Efficient and pragmatic, the MBC implements programs that make specific, positive differences to the physical environment, is comfortable working alongside and managing a team and has a strong commitment to great customer service.

POSITION OVERVIEW

Often the primary contact for partners and stakeholders for relevant program areas, the MBC is a key member of the Exchange District BIZ team and provides critical support to the Executive Director (ED). The MBC assists the ED on strategic, administrative, and operational matters and leads projects related to the infrastructure of public spaces, including Old Market Square. The MBC must be well organized, knowledgeable, and professional, functioning as the ED's proxy as required.

In addition to coordinating the operations and programs related to maintenance, beautification and infrastructure within the Exchange District BIZ's boundaries, the MBC will often work alongside the maintenance and beautification team on daily responsibilities. The MBC will ensure a commitment to professional customer service, have flexibility to work occasional evenings and weekends as required, and the willingness to take initiative. Hands-on knowledge, attention to detail, and effective problem-solving abilities are crucial to the role.

REPORTING

The MBC works closely with, and reports to, the ED. In the absence of the ED, the MBC will communicate directly with the Manager of Operations and Strategic Initiatives (MOSI) and other team members as relevant.



MAIN AREAS OF RESPONSIBILITY & RELATED TASKS

OPERATIONAL AND STRATEGIC INITIATIVES

Under the guidance of the ED, and in concert with relevant team members, perform tasks including, but not limited to:

- Support the vision of the ED by planning and implementing strategic initiatives, projects and programs as directed either directly or by overseeing relevant staff
- Maintain ongoing awareness of factors affecting the Exchange District's physical appearance and usability and work with the ED, the City of Winnipeg and other partner organizations in a spirit of continual improvement
- Maintain strong and productive relationships with relevant City of Winnipeg personnel, area stakeholders and other government, business and community leaders on issues related to the Exchange District's public spaces
- Work in partnership with the Community Safety Coordinator to address physical infrastructure concerns that impact community safety
- Strive to improve processes and incorporate appropriate equipment and technology in all areas of beautification, maintenance and infrastructure programming
- Define, maintain and advise on workplace health and safety
- Identify opportunities for improving processes, outcomes and team cohesion

BEAUTIFICATION, INFRASTRUCTURE & MAINTENANCE

- Provide recommendations to the Executive Director on improving existing and developing new programs, activities and initiatives based on ongoing assessment
- Manage the budget, staff and administrative functions of relevant program areas, including tracking key performance indicators
- Provide supervision, leadership, and guidance to both full time and seasonal Maintenance & Beautification team
- Work directly with the Maintenance & Beautification team, providing on-site, hands-on leadership as needed
- Oversee special projects related to street furnishings and other outdoor fixtures and amenities in the BIZ



- Help to protect BIZ assets and equipment with regular maintenance and updating and ensure appropriate security systems are in place
- Together with the Administrative Coordinator, help to maintain a safe, clean, and organized office

COOPERATIVELY— WITH ALL STAFF

- Answer phones and forward calls as required, taking detailed messages
- Greet visitors, respond to enquiries and provide information as required
- Assist with meeting/event preparation as needed
- Identify opportunities to improve the overall organization and the area

QUALIFICATIONS & SKILLS REQUIRED

The Maintenance and Beautification Coordinator will have experience in general outdoor maintenance or groundskeeping (such as painting, planting, litter and graffiti control, etc.). Project coordination and small team leadership, including experience managing and supervising employees is essential. Related post-secondary degree, diploma or certificate(s) in one of various fields related to the position is an asset, but a combination of relevant experience and training is welcome.

Additionally, demonstrated abilities in:

- Strong task management, administrative and organizational skills
- Hiring, training and supervising staff and volunteers
- Working as a team on common goals
- Working with budgets and expense reports
- Strategic thinking and planning, and the ability to anticipate, analyze and think through issues and problems
- Fluidity in working in a fast-paced environment with multiple stakeholders
- Strong verbal and written communications skills