

DOWNTOWN MISSOULA PARTNERSHIP, LLC

Position Description

Job Title: Weekend Maintenance and Support Manager

Reports to: Maintenance Manager and Director of Administration

Hours: Full time. Schedule is flexible and tentatively Wednesday-Sunday

Salary: \$15-17/hour depending on experience

Benefits: Health Insurance Stipend, SIMPLE IRA, Earned Paid Time Off (EPTO), Paid Parking after 6 month probationary period

Function: This position shall be responsible for managing the common-area maintenance activities and street décor with event help in Caras Park in Downtown Missoula with a focus on improving the pedestrian experience.

Duties and Responsibilities:

- Garbage & Recycling Collection and Removal: empty downtown garbage and recycling cans as needed and scheduled; replace garbage bags, dispose of garbage and recycling, and clean and maintain containers
- Snow & Ice Removal: clear snow and ice on alleys prior to traditional store opening; remove snow from protected bike lanes; work with stakeholders to remove snow on a contractual basis
- Power Washing & Sweeping: power wash and/or sweep downtown sidewalks and common areas as needed; work with stakeholders to power wash buildings on a contractual basis
- Provide and promote contracted operational services for Downtown property and business owners such as power washing, snow removal, and graffiti removal
- Graffiti Removal: work with stakeholders to remove graffiti on buildings and public spaces. Create and maintain relationships with stakeholders and ensure appropriate removal of graffiti from all surfaces
- Street Décor Maintenance: Ensure quality maintenance and management of flowers, banners, flags and holiday décor; assist with maintenance and mounting of flower baskets, banners and holiday décor when needed; assist with maintenance of street furniture including benches, tree grates, bike racks, trash cans and more. Oversee improvements and expansion of street décor where appropriate
- Equipment Maintenance: Ensure quality maintenance and management of all DMP vehicles and equipment
- Event Support: Coordinate with all Caras Park users on event set-up, equipment needs, and event layout and ensure expectations are met on set-up, help staffing and clean-up with professionalism.

Required Qualifications (knowledge, skills and abilities):

- Valid driver's license
- Knowledge of public environment maintenance and management procedures
- Ability to take initiative, work autonomously, and start and finish specific projects
- Flexibility, dependability and reliability
- Proven time management and organizational skills
- Excellent interpersonal and communication skills
- Ability to lift up to 75 pounds

Apply: Please send resume and three references to: info@missouladowntown.com Position is open until filled.