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GEORGETOWN BID JOB ANNOUNCEMENT

Street Operations Manager

ANNOUNCEMENT DATE: April 2018

PURPOSE

Do you love working outdoors, making the city more attractive, and solving problems in public space? We are seeking a passionate and energetic person to be the BID's eyes and ears on the street. The BID manages the public realm by picking up trash, removing graffiti, fixing brick sidewalks, planting flowers, installing holiday lights, and even abating rodents. We resolve problems with city agencies and public utilities, and work with the police to address crime. Georgetown is a 7-day-a-week, 18-hour-a-day neighborhood and our team loves taking care of it.

The Street Operations Manager maintains a strong visible presence in the neighborhood and works a flexible schedule that includes some weekend hours. This is a great opportunity to make a difference!

KEY RESPONSIBILITIES

- Regular inspections of the Georgetown BID area looking for, and reporting, trash, street and sidewalk maintenance, graffiti, and poor landscaping, or other issues that need to be addressed
- Monitor daily operations of the 12 member contracted Clean Team
- Manage community service program (court-assigned and other volunteers)
- Manage BID assets (i.e. public chairs, trash cans, baskets, etc.)
- Coordinate maintenance activities with various city agencies and utilities as needed
- Manage Georgetown BID Rat Abatement Program
- Maintain work order system and generate and maintain regular program reports
- Provide support for other BID projects and programs
- Represent the organization with merchants, property owners and managers, as well as city agency employees and utility company staff

REPORTING RELATIONSHIPS

Position reports to the Operations Director

QUALIFICATIONS

- Must have at least 2 years of working experience in a related field such as cleaning, landscaping, maintenance, operations, management, or constituent services



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- Is an organized and detail oriented person who observes and addresses disorder in the public environment
- Must have the ability to operate in year-round outdoor conditions and to be on their feet for extended periods of time
- Has a demonstrated ability to prioritize and manage multiple projects and solve problems in a timely fashion
- Possesses good verbal communication skills
- Has basic computer skills especially Microsoft Office applications
- Helpful to have experience working with public agencies

SALARY

Competitive and comes with an excellent benefits package.

TO APPLY

Please email resume and cover letter with subject line, "Street Operations Manager Search" to: jobs@georgetowndc.com.

BACKGROUND

The Georgetown BID is a 19 year-old publicly chartered non-profit organization dedicated to making Georgetown cleaner, safer, friendlier, and more vibrant. The Georgetown BID runs a variety of programs including marketing the neighborhood as a unique shopping, dining, and historic destination, keeping the streets and sidewalks clean and attractive; improving the streetscapes with plantings and street furniture; collecting and disseminating economic development research; and improving transportation access and mobility throughout the area. The organization has a \$4 million annual budget and 25 employees and full-time contractors. For more information visit our web site at www.Georgetowndc.com.

The Georgetown Business Improvement District provides equal employment opportunities (EEO) without regard to race, color, religion, sex, national origin, age, non-job-related disability, veteran status, genetic information or other protected group status. In so doing, we are committed to ensuring that all employees and applicants for employment are afforded an equal opportunity to pursue job opportunities to the fullest extent possible with the organization. Decisions on employment, promotions, and opportunities for personal development, compensation and benefits reflect our commitment to furthering the principles of the Georgetown BID's equal employment opportunity policy.

This Job Announcement, and any application submitted pursuant to it, is not an offer of employment or an employment contract.