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## **GEORGETOWN BID JOB ANNOUNCEMENT**

### **Street Services Manager**

**ANNOUNCEMENT DATE: August, 2017**

#### **PURPOSE**

The Street Services Manager is responsible for continuously monitoring all aspects of Georgetown's public environment and organizing maintenance, repairs, and improvements from the BID's contractors, city agencies, utility companies and the National Park Service to produce a clean, safe, and inviting public realm throughout the commercial district.

The Street Services Manager maintains a strong visible presence on the street and maintains a flexible work schedule - including regular weekend shifts - in order to observe the district at different times of the day and week.

#### **KEY RESPONSIBILITIES**

- Regular inspections of the Georgetown BID area looking for trash, street and sidewalk maintenance, graffiti, and poor landscaping, issues that need to be addressed in the public environment
- Daily Public Space Management of all 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
- Manage community service program (court-assigned and other volunteers)
- Monitor daily operations of the 12 member contracted Clean Team
- 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 4 years of working experience in a related field such as cleaning, landscaping, maintenance or operations



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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 strong communication skills, both written and oral
- Has good computer skills especially Microsoft Office applications
- Helpful to have experience collaborating and communicating with public agencies

### **SALARY**

Competitive and comes with an excellent benefits package.

### **TO APPLY**

Please email resume and cover letter with subject line, "Street Services Manager Search" to: [jobs@georgetowndc.com](mailto:jobs@georgetowndc.com).

### **BACKGROUND**

The Georgetown BID is an 18 year-old publicly chartered non-profit organization dedicated to making Georgetown cleaner, safer, more user-friendly 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 passable; 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 \$3.8 million annual budget and 23 employees and full-time contractors. For more information visit our web site at [www.Georgetowndc.com](http://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.