



## **Job Description Downtown Business Improvement District Seasonal Summer Maintenance Employee**

**Position:** Summer Seasonal Downtown Maintenance Employee

**Fair Labor Standards Act Status:** Non-Exempt

**Schedule:** Saturday & Sunday, up to 10 hours a week. Possibility for additional hours as needed. Start as soon as possible, contract through October 31 with a possibility to continue on for the winter season.

**Wage:** Starting at \$20.00/hour, DOE. + end of season bonus

**Supervisor:** Economic Development Director of Downtown Bozeman Partnership

### **PRIMARY OBJECTIVE OF POSITION:**

The maintenance employee is responsible for performing basic cleaning, upkeep and maintenance services for the Bozeman downtown district. The purpose of the position is to ensure that downtown remains an attractive, clean place to visit, work, and live.

### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

Performs a variety of semi-skilled technical and maintenance work in the operation, maintenance and repair of downtown public facilities, including but not limited to:

#### **Daily Tasks:**

- Empty all trash cans
- Pick up garbage from storefronts, doorways and sidewalks
- Clean up Soroptomist Park and wipe down tables and benches
- Remove graffiti tags and vandalism
- Remove stickers and posters

#### **Weekly Tasks:**

- Pull weeds in Soroptomist Park plus in and around tree grates
- Clean up the public parking lots, alleys, and Bozeman Creek
- Spot clean sidewalks
- Install and maintain light pole banners

#### **Seasonal Tasks:**

- Stain pedestrian benches
- Install benches, bike racks, trash and recycling receptacles

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical demands depend upon job assignment. However, most involve outdoor work in variable climates. There is some exposure to a variety of hazards, including but not limited to heights, electrical utilities, chemical materials, allergy causing agents, and working in creeks, along sidewalks, in alleys and parking lots all of which are high traffic areas.

**Physical demands include:** dynamic balance (climbing a ladder), static balance (standing on a ladder), carrying items weighing up to 40 pounds, carrying items weighing up to 80 pounds with assistance, bending at the waist, climbing, crawling, lying on the back or stomach, kneeling, sitting, lifting, pulling, pushing, reaching over head, squatting, walking up to 2 miles, speaking, hearing, seeing, depth perception, and ability to distinguish colors.

**REQUIRED SKILLS:**

Must have a valid driver's license. Ability to drive an ATV and pick-up truck. Ability to use power tools such as drill, saw, power washer, lawn mower, weed eater, snow blower.