



COLFAX AVE BUSINESS IMPROVEMENT DISTRICT

Job Announcement

Title: Operations Manager
Supervisor: Executive Director
Location: Denver, CO

The Colfax Ave Business Improvement District (BID) seeks a seasoned Operations Manager to establish a reputable maintenance program.

The Colfax Ave BID works with businesses, property owners, City government, police, and community members to make the Colfax Corridor between the State Capitol and East High School a clean, safe, and friendly place. Colfax is the "heartbeat" of Denver and one of the most storied streets in Colorado and the nation. We work to maintain that unique character while attending to the evolving needs of the commercial district.

The Colfax Ave BID is responsible for providing care and attention to the public realm: the Operations Manager will be tasked with the maintenance of our existing assets as well as the installation of new street furniture, signs, art, and more.

District Boundaries

The Colfax Ave BID is approximately 24 blocks long and two blocks wide, extending west to east from Grant to Josephine St. and north to south from 14th to 16th Ave.

Duties include:

Maintenance

1. Oversee all day-to-day maintenance functions in the District;
2. Conduct detailed, daily inspections; record and report issues with graffiti, trip hazards, large items that need removal, etc.;
3. Evaluate the Colfax Ave BID's maintenance needs and customize operations to meet on street demands;
4. Create performance standards for maintenance expectations, outlining processes for cleaning and performing general maintenance tasks;
5. Gain a comprehensive understanding of the BID's Colfax Works program and determine efficiencies and quality assurance for delivery of services; maintain communications with relevant BID staff;
6. Interface with contractors, property owners, business managers, board members, City staff including Police and Public Works employees, citizens and all users of Colfax;
7. Customize and keep a current inventory of all property/assets (street furniture, trash cans, banners, pick-up truck, etc.), and work with Executive Director to make certain that all insurance requirements are up to date;
8. Identify and set priorities to implement on-going repair/replacement of streetscape furnishings;
9. Work with vendors/contractors to obtain pricing for materials, labor, shipping, installation, and other costs;
10. Oversee installation, maintain inventory, and storage of all BID street banners;



11. With the maintenance committee chair, plan and hold meetings as needed, and generate monthly board reports to highlight accomplishments, concerns and issues; and
12. Become familiar with and determine when it is appropriate for the BID to utilize 311 and other services provided by the City and County of Denver.

Streetscape

1. Manage and oversee the installation of new streetscape amenities/elements, including securing permits and all associated processes for the BID's Streetscape Plan;
2. Monitor streetscape amenities/elements after they are installed to mitigate graffiti, repair damage, etc.;
3. Liaise with vendors/contractors on costs, installations, timelines, and deliverables;
4. Organize and oversee various art installations and their ongoing maintenance;
5. Investigate potential revenue sources for streetscape elements and installation; and
6. With the streetscape committee chair, plan and hold meetings as needed, and create monthly committee report for the BID board;

Organizational

1. Attend monthly board meetings and periodic staff meetings; and
2. Other duties as assigned.

Applicable Skills/Qualifications

1. Strong organizational skills and ability to deliver projects on time with an attention to detail;
2. Well organized in thought and deed, demonstrated through competency in verbal and written communications;
3. Ability to prioritize assignments related to projects to meet on-the-street demands;
4. Ability to work both collaboratively and independently;
5. Ability to communicate effectively with contractors, City employees, business and property owners;
6. Ability to spend majority of time working in outdoor elements to perform tasks related to district maintenance and streetscape enhancement;
7. Competency in commonly used computer programs and operating systems (specifically Google Drive, Word, PowerPoint, Excel);
8. Education or work experience in facilities management, construction management or related field;
9. Must have a valid driver's license; and
10. Familiarity with or experience in a Business Improvement District is desired.

Compensation commensurate with experience and education. Benefits package provided.

To Apply: Send your cover letter, resume, and salary requirements to frank@colfaxave.com with the subject line "Operations Manager" by October 31, 2019.

No phone calls, please. Colfax Ave is an Equal Opportunity Employer.