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**Capitol Riverfront BID
Employee Job Description
May 2022**

Job Title:
Director of Public Realm

Reports To:
President of BID

Salary Range: \$70,000 – \$85,000 – depending on work experience and skill sets.

Job Location: 1100 New Jersey Avenue SE, Suite 1010, Washington, DC 20003

Work Hours: 40 hours/week, the job will also require some weekend and evening hours worked.

To Apply: Please submit a cover letter and resume in one PDF file to Michael Stevens via email at michael@capitolriverfront.org with the subject line “Public Realm Director 2022” by Friday, May 27, 2022, at 5:00 p.m.

Job Description

The Director of Public Realm is responsible for overseeing the BID’s Clean Team program and managing operational and maintenance needs of the Capitol Riverfront’s always-changing public realm spaces, with the goal of ensuring that the neighborhood’s public realm functions as clean, inviting, and well maintained.

The Director of Public Realm will track and address a wide variety of public right-of-way (ROW) conditions including upkeep and safety of crosswalks, sidewalks, and streetscape systems (such as lighting and landscaping), as well as the condition, number, and placement of trash and recycling cans, street furniture, etc.

This is a full-time salaried position with the Capitol Riverfront BID that does require time in the field to observe and document conditions in the public realm.

Responsibilities & Duties

The Director’s responsibilities and duties shall include but not be limited to the following activities:

- **Oversee and manage the operations of the Clean Team**, including payroll administration and HR functions. This includes the following tasks:
 - ✓ Annually develop and manage a detailed Clean Team budget, as well as the budget for the public realm work program.
 - ✓ Provide management and guidance to the Clean Team Operations Manager to ensure complete and timely implementing all elements of Clean Team operations as well as the public realm operations and maintenance master plan (see below).

- ✓ Work with Clean Team Operations Manager on the assignment of the appropriate personnel for duty in Yards Park.
- ✓ Work with the Clean Team Operations Manager to provide logistical support for the team in terms of team hirings, uniforms, equipment, trucks, and other items to enable their success in the field.
- Develop and continually update a **public realm operations and maintenance master plan** that includes the following items:
 - ✓ An inventory of all public realm assets and their deficiencies or needs. Such assets include street lighting, sidewalks, crosswalks, landscaping, landscape planters, public signage, trash cans, traffic signals, etc. This inventory should be entered into the BID's GIS mapping system and periodically updated.
 - ✓ Recommendations/actions to correct, improve, or enhance these systems by direct action or by working with the appropriate DC agencies.
 - ✓ A master schedule of snow and leaf removal, grass cutting, and maintenance of priority tree boxes.
- **Interface with appropriate personnel from the following DC agencies** to achieve improvements to the systems in the public realm, and to monitor any DC regulations or policies that may impact the public realm:
 - ✓ Department of Public Works (DPW)
 - ✓ Department of Transportation (DDOT)
 - ✓ Department of General Services (DGS)
 - ✓ Department of Employment Services (DOES)
- **Manage the Half Street public realm** between M and N Streets SE. This will include the following actions listed in service contracts:
 - ✓ Managing and implementing the contract for maintenance services in the Half Street ROW. This includes management of a dedicated Clean Team member on the street.
 - ✓ Providing support to the Half Street farmer's market every Saturday morning that the market operates.
 - ✓ Managing the contract for RDO police officers that will be providing security for the Half Street public realm.
- Interface with the appropriate DC agencies on **homeless outreach services** in the neighborhood. Maintain and accurate count of neighbors experiencing homelessness in Capitol Riverfront.
- **Oversee the installation of seasonal holiday decorations** including snowflakes on light poles and the holiday trees, banners, directional signage, etc.
- Other duties, tasks and responsibilities as assigned by the President.

General Skills and Experience

Required Skills and Experience:

- A minimum of seven (7) years of experience in a similar field
- A background in facilities management, personnel management, and a track record of proactively developing potential solutions to problems
- Strong communication skills including the ability to effectively communicate in writing or in person with a diverse group of staff members, stakeholders, and external groups
- An ability to manage multiple projects with limited supervision in a fast-paced environment

- An ability to work quickly and efficiently to problem solve and provide exceptional customer service and willingness to assist other teammates as needed.

Preferred Skills and Experience:

- Proficient computer skills including familiarity with Microsoft Office Suite
- Strong eye for detail, especially regarding recognition of maintenance and upkeep issues in the public realm.
- Work experience in a BID or similar place management organization
- Shows strategic initiative and the ability to translate problems or opportunities into work programs
- Database management skills and familiarity with GIS software

The Capitol Riverfront BID is an equal opportunity employer and provides competitive benefits to all full-time employees.