



### Who we are:

DowntownDC BID is a private non-profit organization that provides capital improvements, resources and research that keep the DowntownDC BID area clean, safe, economically, and environmentally strong and accessible. The DowntownDC BID is a catalyst, facilitator and thought leader in diversifying the economy, promoting public/private partnerships, and enhancing the DowntownDC experience for all. This special district, where property owners have agreed to tax themselves to fund services, encompasses a 138-block area of approximately 520 properties from Massachusetts Avenue on the north to Constitution Avenue on the south, and from Louisiana Avenue on the east to 16th Street on the west.

### Position Summary:

DowntownDC BID is looking for a **Full-Time Maintenance Operations Manager**. The purpose of this position is to ensure the daily execution and deployment of operations staff to maintain all aspects of zone cleaning and special project tasks. Ensures the proper operation of equipment and that the equipment is safe and fully operational. Oversees and assists with the maintenance of our landscaping program which includes mulching, shrub pruning, and weed and debris control of flower beds. Coordinate services with vendors and build working relationships. Recommend and oversee the purchase of new equipment that assists in the successful operation of Downtown DC Clean and safe program.

This position has a broad scope and exercises independent decision-making within established guidelines. Has discretion on routine financial and personnel decisions and makes recommendations to the Deputy Director on more significant financial and personnel matters. Supervises and manages staff and services which require sound judgment, assertiveness, tact, and application of professional principles and guidelines.

The BID is seeking a passionate and energetic candidate to be the BID's eyes and ears on the street in Downtown DC. The Maintenance Operations Manager maintains a strong visible presence in the BID area and works a flexible schedule that includes regular weekend hours. This is a great opportunity to do SO MUCH MORE!

This position reports to the Deputy Director of Public Space Operations

### Responsibilities:

- Schedule, train, supervise and motivate employees for the maintenance department.
- Regular inspections of the BID area looking for and reporting on issues that need to be addressed in areas such as trash, street and sidewalk maintenance, graffiti, and poor landscaping.
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- Monitor daily operations of the BID Safety and Maintenance Ambassadors (SAMs) Team ensuring performance and quality assurance for maintenance, painting, and landscaping contractors.
- Maintain a work order system and generate and maintain regular program reports.
- Coordinate work performed by outside vendors.
- Ensure efficient repair schedules and review repair cost estimates.
- Prioritize the maintenance and repairs of BID equipment and parts.
- Control and monitor inventory.
- Ensure that all vehicles are cleaned, fueled and in proper working order.
- Implement safety policies and procedures for the Operations Department.
- Developing maintenance procedures and ensuring implementation.
- Monitor expenses and control the budget for maintenance.
- Manage relationships with contractors and service providers.
- Responsible for making sure that buildings and their services meet the needs of the people that work in them.

**Requirements:**

- Associate's degree or equivalent in training, education or 5 years of experience as maintenance manager, or equivalent combination of experience, training and education.
- Excellent attendance and communication skills.
- Ability to multi-task with attention to detail.
- Ability to work well with others.
- Climb ladders and use scissor lifts to perform maintenance and repairs, painting, and cleaning of elevated areas.
- Stand, walk, bend, stoop, push, pull, grasp, and reach above the head for extended periods of time.



- Significantly demonstrate experience managing teams of management and support staff, contractors, vendors and volunteers, enriching the skills of each team member and empowering the creative spark that drives the event(s) while producing timely results.
- Proficiency in Microsoft Office, database management, excellent written and verbal communication skills, to prepare contracts and proposals and to represent the President and the Festival publicly, as well as to partners.
- Schedules and participates in emergency on-call shifts and after-hours maintenance.

**Start Date:** TBD.

**How to apply:**

Applications must be received by November 18<sup>th</sup>, 2022 to ensure maximum consideration. To apply please email a copy of your resume and cover letter detailing your relevant experience to [adminjobs@downtowndc.org](mailto:adminjobs@downtowndc.org). Please send documents in PDF format and email with the subject line “**Maintenance Operation Manager** Candidate - Your First Name and Last Name”; for example: **Maintenance Operation Manager - John Doe**.

**BID Employment Conditions:**

DowntownDC BID employees must have received or be willing to receive the COVID-19 vaccination by the date of the hire to be considered. Proof of vaccination is required.

**Affirmative Action/Equal Employment Opportunity:**

As an Affirmative Action / Equal Opportunity Employer, DowntownDC is committed to excellence through diversity; DowntownDC BID recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. Please note that all new DowntownDC BID employees must have permission to work in the U.S.; therefore, employment eligibility verification is required.