Streetscape Operations Manager

Center City District (CCD) is seeking a detail-oriented, creative individual to join our team as our Streetscape Operations Manager to manage the stewardship and maintenance of the CCD’s parks, public space furnishings, and wayfinding assets. The individual monitors the condition of parks and public space amenities owned by the CCD on a regular and routine basis to ensure issues are addressed in a timely manner for a cleaner, safer, and more pleasant downtown. Some of these amenities include, honor boxes and honor box furniture, trash receptacles, transit shelters and related transit shelter signs, bollards, bike racks, benches, and general streetscape improvement areas, in a variety of parks assets at Dilworth Park, Sister Cities Park, Cret Park, and Collins Park.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Coordinate maintenance of existing sign systems and wayfinding signs in and around Center City Philadelphia, including pedestrian wayfinding, vehicular wayfinding, Parkway Interpretive, transit portal, and bus shelter sign systems. Regular duties include:
  - Monthly surveying and mapping of existing signs for needed repairs, painting, and graffiti cleaning using ArcGIS Field Maps, District360, and Excel;
  - Regular maintenance and updating of asset inventory databases;
  - Updating sign content based on new or changing sign stakeholders;
  - Coordinating repairs with vendors and contractors;
  - Issuing annual invoices and follow-up for sign maintenance duties;
  - Serving as a liaison with stakeholders, and;
  - Supervising sign installation work.
- Coordinate quality control inspections and post-occupancy evaluations of all Center City District parks.
- Serve as a consultant and project manager for outside sources for fee-for-service signage and streetscape projects;
- Manage inventory and maintenance of CCD-owned streetscape features Ensures annual field inventory surveys are completed and to develop a work plan for removal of graffiti, and coordinate with CCD Facilities Technicians and/or contractors on for all repairs, improvements, and cleanings;
- Directs any and all calls received to the appropriate agency as required for repair of streetscape amenities
- Report and track non-compliant issues to L & I as necessary;
- Regularly inventory all honor boxes within district boundaries and report graffiti issues to respective publishers using ArcGIS Online on the iPad with photo documentation;
- Provide individual publisher reports on the graffiti status of all of their boxes using ArcGIS and Excel;
- Report non-complying honor box publishers to L&I;
- Identify maintenance needs within parks and CCD-owned public space amenities and coordinate timely repairs with the Maintenance Technicians;
- Work with the Sr. Director of Capital Projects with various duties in managing major streetscape improvement projects, which includes attending OPS meeting and researching and preparing data and graphics for operations and maintenance plans;
- Develop short and long range maintenance schedules to address responsibilities of above job duties;
- Develop and secure services through contracting and procurement processes;
- Maintain records related to assignments, projects and activities and use of common filing systems;
- Track, review and plan for yearly budgets including monitoring inventory and expenses;
- Develop long-term work plans and spending to be determined according to each year’s budget and funds procured from sign stakeholders for the sign system;
- Design sign message schedules and layouts for approval;
- Conduct various research, planning, and graphic assignments for technical assistance projects to outside entities as directed;
- May be required to work outside of normal business day.

EDUCATION AND EXPERIENCE:
- Bachelor’s degree in design or related experience in architecture, landscape architecture, city planning; graphic design; historic preservation or urban environmental design;
- Minimum of 3 years professional coordinating schedule and cost with various contractors;
- Minimum 3 years’ experience working with ArcGIS Pro and ArcGIS Collector or Field Maps;
- Minimum 3 years’ experience with the graphic design applications: Photoshop, Illustrator, InDesign, Bridge, and PowerPoint a must.

Interested candidates may apply at https://recruiting.paylocity.com/recruiting/jobs/Details/1762143/Center-City-District/Streetscape-Operations-Manager
EOE/AA