



16 E. Hanover St, Trenton, NJ 08608 • www.trenton-downtown.com • 609.337.8439 • info@trenton-downtown.com

ORGANIZATIONAL OVERVIEW

Established in 1986, the Trenton Downtown Association (TDA) is dedicated to strengthening downtown Trenton through innovative programs aimed to promote economic growth and encourage investment in the city's future. TDA supports a wide range of activities designed to establish downtown Trenton as a competitive location for business owners, an engaging center for workers, visitors, and residents.

Our activities currently include an Ambassador Program that works on litter and graffiti removal, an off-duty police officer program that supplements public safety efforts, beautification and placemaking that includes plantings, facade improvement matching grants, public art, holiday decorations, and space activations.

JOB DESCRIPTION

The Operations Manager will be an employee of TDA and will support the TDA's management team in overseeing and evaluating the Clean Team Ambassadors.

The primary job functions of the Operations Manager will be to:

1. Oversee all operations of the Clean Team Program and public space activities of the organization.
2. Provide supervision and/or direction to supervisors and support staff.
3. Develop and administer daily and seasonal maintenance and beautification programs and routinely evaluate the effectiveness of those programs.
4. Develop and maintain effective relationships with external partners, including local municipal agencies, community based organizations and partners and district stakeholders.

SPECIFIC DUTIES

Human Resource Management

- Oversee the supervision of clean team ambassadors, including scheduling, incident reporting, and disciplinary actions.
- Preparing budgets for seasonal changes and fluctuations in service needs throughout the year.
- Accurately report hours worked, paid days off, and other payroll related reporting requirements.
- Take on the accountability and responsibility for maintaining the operations office and shape up area, including weekly cleaning assignments and reporting any infrastructure issues.
- Ensure the Clean Team Program has the necessary cleaning supplies, equipment and uniforms on an annual or as needed basis.
- Manage the inventory of Clean Team Program supplies and equipment and report any issues to the Program Manager.

Public Space Management

- Oversee seasonal planting programs and scheduled plant installations throughout the district, including overseeing and evaluating vendor performance.
- Ensure the utmost cleanliness of the district including the oversight of all daily, weekly and seasonal sanitation tasks completed to TDA's standards.
- Regularly inspect the district to determine priorities and identify needs to improve the cleanliness and pedestrian experience within TDA's boundaries.
- Cultivate and maintain professional relationships with a variety of external contacts, including city staff, community organizations, stakeholders, and vendors.
- Collaborate with the Department of Sanitation to ensure that issues related to prohibited trash



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handling practices and illegal dumping are addressed.

- Report any public sanitation, safety or code enforcement issues to the Program Manager and/or necessary municipal departments.
- Be familiar with NJ laws and regulations regarding code enforcement, trash handling, and general environmental conditions.

EXPERIENCE

Ideal candidates will have completed a Bachelor's degree and/or have at least 5 years of similar work experience. Familiarity in working with business improvement districts is preferred. A valid NJ Driver's license with a clean driving record is required for this position.

QUALIFICATIONS

Ideal candidates will be able to demonstrate some or all of the following knowledge, skills, and abilities:

- Familiarity with power tools, landscaping and sanitation equipment (i.e; weed whacker, pressure washer, snow blower, etc.).
- Ability and desire to work in an autonomous yet highly collaborative work environment.
- Ability to build and maintain relationships with a wide array of people from diverse backgrounds.
- Ability to manage and train staff, develop high-performance teams, set and achieve strategic objectives.
- Ability to gain and maintain the confidence and cooperation of all stakeholders including vendors and contractors.
- Familiarity with City of Trenton municipal functions and agencies.
- Ability to analyze data and present clear ideas and information verbally and in writing.
- Proficiency in Google Suite and Microsoft Office programs desired.

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Lift and carry heavy objects weighing 30 pounds or more.
- Must be comfortable regularly driving the operations vehicle.
- Stand and generally be moving around for up to 8 hours or more in a day.
- Includes occasional evening and weekend work and being on-call for events.
- Operate a variety of sanitation and office equipment that may require continuous and repetitive arm, hand and eye movement.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION AND BENEFITS

- Salary: \$60,000-\$70,000, Exempt - Full Time
- Paid Holiday & Vacation Days
- Access to Health Insurance (Medical, Dental & Vision)
- 401(k) match'

To apply, please send your resume to Danielle at danielle@publicspaces.com.