

Economic Growth Corporation
JOB DESCRIPTION

Part-Time Downtown Cleaning Ambassador

Reports To: Executive Director – Downtown Rock Island Partnership

FLSA Status: Non-Exempt/Hourly

Summary:

Helps to manage the Clean & Safe Program, ensuring a cleaner, safer, downtown Rock Island. Operates in a team effort to deliver high levels of assistance by providing critical services needed to maintain a positive, friendly, and welcoming presence, and enhances quality of life elements for residents and visitors by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Removes litter, graffiti, illegal posters, stickers, weeds, and leaves from the outlined areas of downtown by using the necessary equipment.
- Cleans sidewalks, tree wells, and gutters.
- Maintains all flower beds, hanging plants, etc.
- Seasonal power washing and/or steaming.
- Cleans around and underneath bus shelters.
- Empties and replaces liners in trash receptacles, disposes of waste, and recycles scraps.
- Clears debris, trash, and weeds from alleyways.
- Identifies issues with private properties, vacant lots, and additional code enforcement oversight.
- Provides direct assistance to municipal departments by reporting infractions around downtown.
- Assists downtown property owners and tenants in overall crime prevention efforts as needed.
- Reports emergency or emerging conditions requiring police presence as necessary.
- Provides general public assistance and information when needed.
- Provides daily updates and weekly reports of streetscape issues such as graffiti, vandalism, curb damage, potholes, and other damaged public right-of-way assets.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

Education and/or Experience:

High school diploma or equivalency degree, plus **2 years** of park or industrial maintenance experience and/or training preferred; or equivalent combination of education and experience.

Language Skills:

Ability to read and comprehend instructions, short correspondence, memos, work orders safety rules, operating and maintenance instructions, and procedure manuals. Ability to write simple correspondence, notes and information. Ability to effectively present information one-on-one and in small group situations to tenants and staff members.

Mathematical Skills:

Ability to perform basic math, read measurements in all forms, and calculate figures and amounts.

Reasoning Ability:

Ability to solve practical problems within established standards. Ability to apply common sense understanding to interpret and carry out instructions furnished in written, verbal, or diagram form. Ability to deal with problems involving several variables in unique situations. Ability to effectively track parts and materials.

Computer Skills:

Position requires:

- Basic typing skills
- Accurate and efficient data entry skills

Other Knowledge, Skills and Abilities:

Position requires:

- Strong verbal and written communication skills
- Excellent organizational skills, and the ability to prioritize and meet strict deadlines
- Ability to effectively monitor activities and pay attention to details
- Ability to display a professional image and confident demeanor
- Ability to work well independently, with self-initiative
- Entrepreneurial spirit, energy, and imagination
- Ability to work flexible hours including early mornings, evenings, weekends, and holidays dictated by business demands
- Must be 18 years of age or older
- Must be able to drive to various sites and out-of-town
- Must possess a valid driver's license and personal motor vehicle liability insurance, and meet the insurability standards of the Organization's motor vehicle insurance carrier

Physical Demands

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.

While performing the duties of this Job, the physical demands of the position are, as follows:

Regularly

- Sit, stand and walk
- Talk and hear
- Use hands to finger, handle and feel, including operating hand tools and various mobile equipment
- Reach with hands and arms, including overhead
- Stoop, kneel, crouch, squat, or crawl
- Climb or descend stairs and step-ladders
- Bend or twist at the waist
- Lift, carry and/or move up to **50 pounds** independently
- Operate a motor vehicle

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outdoor weather conditions during all seasons. The employee is occasionally exposed to mobile equipment and moving mechanical parts, vibrations, high heat, and uncontrolled temperatures. The noise level in the work environment is usually moderate to occasionally loud.

* * *

I, the undersigned employee, acknowledge receiving and having the opportunity to review the above Job Description. I agree that in the event I no longer meet the qualifications and requirements, or become unable to fulfill the responsibilities, I will immediately notify my supervisor.

Employee Signature

Date