

## *Distinctly Helena Uniquely Downtown*

### **Position Description for Downtown Helena Inc. and the Helena Business Improvement District**

**Job Title:** Maintenance Ambassador  
**Reports to:** Executive Director  
**Salary:** \$16-\$18 hr.; non-exempt  
**Benefits:** Downtown Parking Pass, health insurance  
**Hours:** Year-round as needed including weekends and holidays; average 30 hours/week during peak season; average 5 hours/mo. during off season

**Position Summary:** Under the general direction of the Executive Director, the Maintenance Ambassador maintains our streetscape beautification efforts within the district, cleans the office, and maintains the storage space. This position assists with event set up and tear down and equipment rental applicants. Applicant must have a valid driver license and ability to drive pick-up trucks towing trailers.

#### **Duties and Responsibilities:**

- Water and maintain 125 summer flower baskets (watering is every other day including holidays)
- Maintain 300 and 400 block landscape bulb out areas (landscaping garden beds)
- Maintain 23 trash receptacles and keep the downtown free of trash
- Maintain and change out decorative banners
- Operate small machinery
- Maintain and repair small equipment (handyman)
- Maintain storage unit including inventory
- Downtown Ambassador
- Office janitorial duties
- Assist with holiday decorating
- Assist with event set up and tear down and use of equipment rentals
- All other duties as assigned

#### **Required Qualifications (knowledge, skills, and abilities)**

- Positive attitude and community service orientation
- Excellent oral and written communication skills
- Must be willing to work outside, climb ladders, work with paint, tend to flora
- Proven ability to work independently and with teams
- Attention to detail
- Ability to prioritize and meet multiple deadlines
- Excellent interpersonal skills to establish and maintain effective working relationships with a variety of individuals
- Application must possess a valid Montana driver's license
- Ability to drive pickup trucks with trailers and back up trailers in tight corners
- Flora knowledge preferred

To apply, please submit a CV, cover letter, and respond to the required qualifications listed in this job description. For questions, contact Micky Zurcher at 406-447-1535 or [mzurcher@helenabid.com](mailto:mzurcher@helenabid.com). Send your application via email or to Micky Zurcher, 330 Jackson St, Helena, MT 59601.