***Distinctly Helena Uniquely Downtown***

**Position Description for Helena Business Improvement District**

**Job Title:** Maintenance Ambassador

**Reports to:** Executive Director

**Salary:** $17 hr.; non-exempt

**Benefits:** Downtown parking pass; health insurance stipend; seasonal bonus

**Hours:** Summer Seasonal (April – October) with option for Winter Season (November – March); Includes weekends and holidays

**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. There is also the option for additional hours through our partner, Downtown Helena Inc. with event set up and tear down. This would be at the decision of the DHI Operations Director and be paid from DHI and not considered hours of the BID.

**Duties and Responsibilities:**

* Water and maintain summer flower baskets (watering is every other day including holidays)
* Maintain 300 and 400 block landscape bulb out areas (landscaping garden beds)
* Maintain designated trash receptacles and keep the downtown free of trash
* Operate small machinery
* Maintain and repair small equipment (handyman)
* Maintain storage unit including inventory
* Downtown Ambassador
* Assist with holiday decorating
* Assist 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
* BID has a no smoking policy in vehicles
* Must wear shirts provided by BID and respectable bottoms, closed toed shoes
* 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.