



102 N. 29th Street. Billings, MT 59101

Downtown Billings

Positions Title: Business Improvement District (BID) Street Team Worker

Reports to (Title): BID Director and Chief Executive Officer (CEO)

1. Essential Function

- a. The mission of the Billings Business Improvement District is to improve the cleanliness, appearance, and perception of safety in Downtown Billings as set forth in the BID Mission, Vision, and Workplan.
 - i. The essential function of the Street Team Lead worker will be to work with the BID Street Team, Downtown Billings Alliance, Downtown Property Owners as well as City Staff and the public when and where appropriate, to carry out the BID workplan. The workplan includes, but is not limited to sidewalk sweeping, snow plowing, flower/landscape watering, graffiti removal, event facilitation, and generally serving as an ambassador to all who visit downtown Billings.
- b. Continued existence of this employee position is always subject to continuous and adequate revenue streams, as determined by the Board of Directors, generated through the execution of the functions, responsibilities and tasks related to this position.

2. Primary Responsibilities

- a. The Street Team Worker will cover, at a minimum, Friday and Saturday shifts, working on several different projects which will include:
 - Implementing the Business Improvement District work plan, which includes, but is not limited to, sidewalk sweeping, snow plowing, flower/landscape watering, and graffiti removal.
 - Aid in organizing and maintenance of BID equipment.
 - Aid in the implementation of BID Service Contracts as relates to events, private services, Parks Maintenance Districts, etc.

3. Knowledge

- a. Education- the minimum educational requirement necessary to perform the job satisfactorily is high school diploma and/or related experience equivalency. Must have valid driver's license.
- b. Experience- The minimum amount of experience to perform the job satisfactorily is 1 to 3 years of experience in mechanics, and /or technical skills.

4. Skills Necessary for Job Performance

- a. Communication skills
- b. Time management
- c. Ability to work independently
- d. Creative and innovative thinking

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5. Personal Attributes Desired

- a. Ability to work well with people
- b. Friendly, Diplomatic
- c. Organized
- d. Ability to listen
- e. Detail oriented and ability to plan
- f. Ability to work well under pressure and adapt quickly

6. Working Conditions

- a. Weekends, evening and early morning time required
- b. Minimal Travel required
- c. Physical Demands – 100% of Time
- d. Standing, Walking, Sitting, Balancing, Stooping, Crouching, Reaching, Handling, Speaking, Hearing, and Seeing
- e. Lifting, Carrying, Pushing and Pulling

7. Administrative Responsibility

- a. Supervisory authority: no
- b. Staff responsibility
 - i. Interacts with the CEO and interacts with Street Team staff for efficient, timely accomplishment of goals and requirements.

8. Work relationships or contacts required in the normal course of operations (% of the time)

- a. Within the BID (90%)
- b. Outside the BID (10%)
 - i. With the public and businesses (75%)
 - ii. With governmental agencies (15%)
 - iii. With other companies/associations (10%)

9. Salary and Benefits

- a. \$16.00/hr - \$18.00/hr (DOE)
- b. Full-Time employee Benefits package
 - i. Health Insurance (100% covered by employer)
 - ii. 401K match
 - iii. PTO and Holidays

Please send inquiries and resumes along with three references to BID Operations Director, Joe Stout, at joes@downtownbillings.com.