



MAINTENANCE AND LANDSCAPING MANAGER

REPORTS TO:

Senior Director of Operations & Preparedness

BACKGROUND:

Founded in 1997, the Golden Triangle Business Improvement District (BID) encompasses 43 square downtown blocks and works to enhance the public space from the White House to Dupont Circle and 16th Street, NW to 21st Street, NW. The BID's vision is for a safe, clean, attractive and user-friendly downtown that confirms Washington as the premier business and entertainment destination in the region and contributes to the perception that downtown Washington is a world-class destination.

In addition to its focus of maintaining an environment that is clean, safe and welcoming, the BID regularly initiates capital improvements to create attractive and unique urban spaces throughout the Golden Triangle neighborhood. The BID has taken the lead on activating public spaces, developing and implementing permanent public art projects, converting hardscapes to bio-retention areas, improving parks through design, and transforming the Connecticut Avenue streetscape from K Street to Dupont Circle.

The day-to-day management is overseen by a full-time staff headquartered in the center of the BID. The BID is a non-profit 501(c)(6) corporation.

SUMMARY:

First impressions matter. Our streets, sidewalks and parks are the first things that people notice about the neighborhood - the Maintenance and Landscaping Manager is responsible for making sure these assets shine. This position will manage a variety of contractors that provide a wide range of services including landscaping, painting, cleaning, and power washing. The incumbent will monitor operational performance and review, evaluate, and identify areas of the BID where a little extra "sparkle" is needed. The incumbent will also monitor progress against work plan and work with city agencies to be sure that critical services are provided. The ideal candidate will love the outdoors and truly understand the importance of clean streets and sidewalks, and the "wow" factor of beautifully landscaped parks and public spaces. The ability to translate the Gold Standard for our public space into day to day operations and to deliver measurable results will be key skills for success in this position.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Manages contract performance and ensures quality assurance for Golden Triangle maintenance, painting and landscaping contractors.
- Ensures that the streets, sidewalks and all parts of the Golden Triangle "sparkle" and meet the Gold Standard of cleanliness and attention to detail through daily and systematic inspections.

- Organizes weekly meeting with Golden Triangle Operations Team to check progress and set work priorities; tracks work plans and maintenance orders.
- Surveys Golden Triangle BID on-street assets, and schedules maintenance and installation through contractors. This includes contract negotiation, quality assurance and schedule adherence for banner maintenance and installation, landscaping, installation of bike racks, corrals, planters/hanging baskets, trashcans and ash urns, public art installations, etc.
- Surveys District and National Park spaces and assets, reports maintenance and emergency needs to the correct city and federal departments, and follows up with those departments until issue has been corrected.
- Works with the Department of Transportation, Department of Public Works, Department of Parks and Recreation, Department of Health, Department of Consumer and Regulatory Affairs, Metro and the Metropolitan Police Department, Park Police and other federal and local law enforcement agencies.
- Renews existing permits and applies for new permits.
- Maps data in GIS and tracks projects, schedules, costs and milestones.
- Undertakes special projects and performs other duties, as assigned.

QUALIFICATIONS:

- 4 – 6 years of related work experience with demonstrated contract and project management experience.
- Must love to work outside, and in all types of weather, and show a passion for the Golden Triangle mission.
- Strong attention to detail.
- Ability to set goals, establish standards, measure results, and correct deficiencies.
- Experience with ArcGIS desirable.
- Prior business improvement district experience a plus.
- Prior public works, general contractor/construction or landscape experience desirable.

EDUCATION:

- Bachelor's Degree required.

APPLICATION:

- Resume and letter of interest should be submitted to jobs@goldentriangledc.com. No phone calls, please.