



## **Outdoor Maintenance Pilot Program**

### **Job Title**

Maintenance Specialist

### **Position Type**

Part-Time (approx. 28 hours/week)

### **Compensation**

\$15/hour

Position does not include benefits

### **Job Summary**

The Maintenance Specialist is responsible for performing a variety of public space maintenance and cleaning tasks in downtown Wichita. This role involves ensuring that public spaces are kept tidy, safe, and inviting for Wichitans and visitors alike. The ideal candidate for this position will enjoy being outdoors in all seasons, interacting with a wide variety of people, and representing Wichita as a community ambassador. They will take pride in the important role they play in helping downtown Wichita look its best, every day.

### **Authority & Reporting**

The Maintenance Specialist shall report to the Executive Director of Downtown Wichita and other supervisory staff as assigned.

### **Responsibilities & Duties**

The Maintenance Specialist shall be responsible for the following activities, according to a rotating street schedule to be assigned by Downtown Wichita leadership, and which may be subject to changes and adjustments as needed:

- Litter and waste removal on sidewalks, tree pits, planter beds, and curbs
- Sticker and graffiti removal on street furniture such as benches, trash receptacles, light poles, street signs, and utility boxes.
- Painting/re-touching on street furnishings and sidewalks.
- Leaf and weed removal from sidewalks, curbs, and storm drains.

- Snow and ice removal on sidewalks and curbs if not completed by Property Owner in a reasonable timeframe (report violations to City of Wichita).
- Monitoring for general safety and tidiness, addressing needs promptly, and reporting greater needs to supervisor, Homeless Outreach Team (HOT), or appropriate City of Wichita authorities.
- Set-up, event staffing, and break-down assistance for Downtown Wichita-sponsored special events.

Work times vary and may include evenings and weekends.

### **Qualifications**

- Previous experience in maintenance, landscaping, or a related field preferred, but not required.
- Strong attention to detail and willingness to learn.
- Ability to safely operate common hand and power tools.
- Ability to lift, bend, stoop, walk and work outdoors for long periods of time in all weather conditions.
- Must be able to push and empty a trash cart and lift and carry 50-pound bags.
- Proactive communication skills, some English preferred.
- Basic knowledge of cell phone technology, including interacting with apps.
- Must be self-motivated and be able to work independently with minimal supervision.
- Must be a team player and work well with others.
- Must treat all people equally and respectfully at all times.
- Employment offers are contingent upon satisfactory results of a background check.

### **To Apply:**

Provide letter of interest and contact information for three references to Heather Schroeder, Executive Director, at [heather@downtownwichita.org](mailto:heather@downtownwichita.org).