



Property Attendant

Seasonal Opportunity

Property Attendants - Halifax Waterfront

About Develop Nova Scotia

Develop Nova Scotia is the Province's Crown Corporation, responsible for leading sustainable development of high-potential property and infrastructure across our province to drive economic and population growth. In short, we build things—and how we build them matters as much as what we build. We engage Nova Scotia's diverse communities to lead and support projects that create to inclusive, sustainable places that people love.

Our mission is to support the creation of sustainable places across Nova Scotia that attract people and inspire investment. We focus on planning, development, and management of land and infrastructure by, for, and with people. We believe a focus on working with community develops strong places that are intensely local, inclusive, and environmentally sustainable.

Develop Nova Scotia invites applications for the term position of **Property Attendant** based primarily on the Halifax waterfront. The successful candidate will join a forward-thinking, creative team with a true passion for their work.

Develop Nova Scotia is actively working to be deliberate in how we engage communities in our work to ensure all voices are at the table—especially those who traditionally haven't been there before. We're also working to build a diverse team that reflects our communities at all job levels. Develop Nova Scotia's values are deeply rooted in diversity, equity, inclusion, and reconciliation and we encourage applications from Indigenous persons, African Nova Scotians, people of colour, people with disabilities, and women in occupations or positions where they are underrepresented. Members of these groups are welcome to self-identify through their application materials if they wish.

As some positions may be funded through the Canada Summer Jobs Grant, applicable program requirements may be followed including age guidelines. Please visit <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html> for details.

Please visit www.developns.ca for more details on Develop Nova Scotia's mandate and programs.

Closes: April 4, 2022, 2:00 PM (AST)

Job Description:

Description: Reporting to the Senior Maintenance Technician and/or Maintenance Manager, Property Attendants are the face of Develop Nova Scotia on the ground, working to enhance our property and, at times, marina presentation and cleanliness, assisting with special events, providing information to visitors, and other duties as may be required. Ultimately, Property Attendants work to ensure all visitors enjoy a world-class waterfront experience each time they visit.

This position is responsible for ensuring the cleanliness and presentation of the Halifax waterfront, and other properties as may be necessary, and to ensure key infrastructure is maintained to the highest standards. As front-line staff representing Develop Nova Scotia, this position requires individuals with excellent customer service skills and an engaging personality. As a member of a small team these positions also require a high degree of co-operation with other members of the staff while also having the ability to work independently.

Compensation: \$14.35 to \$16.35 per hour (commensurate with experience), 35 hours per week.

Term: May 2, 2022 - September 2, 2022, with the possibility of fall/winter extensions if available and warranted. Day, evening and weekend shift work is required.

Primary Responsibilities:

Property Cleanliness: The Property Attendant is primarily responsible for the collection of litter and debris as well as the servicing and maintenance of waste receptacles along the Halifax waterfront, and potentially other Develop NS properties. The Property Attendant is also responsible for monitoring the cleanliness and presentation of Develop Nova Scotia's public washrooms, supplementing the third-party contracted cleaning service as may be required. The Property Attendants will also conduct landscaping and grass cutting, painting, maintenance, pressuring washing, and other duties as required.

Events: The Property Attendant will support events on the waterfront by assisting with setup, maintenance and teardown as required.

Required Skills:

Communication/Customer Service: Excellent written and verbal communication skills are essential. This position can often be the first point of contact for visitors to the waterfront by land and sea. As such, the position is responsible for:

- communicating effectively with visitors, responding to questions, proactively promoting events, attractions, and activities.

- providing an enthusiastic, friendly information resource on the waterfront.

Other:

- Scheduling flexibility is required, including availability for weekend and evening work.
- Extensive walking and physical labour are parts of this job, both indoors and outdoors, and in varying weather conditions.
- Must be able to lift 22kg.
- Valid Driver's License (Classes 1-5) an asset.
- Experience driving a full-sized pickup truck and utility vehicle an asset.
- Valid standard first aid certificate an asset.
- Landscaping, light carpentry, painting, and general maintenance experience an asset.
- Experience in marina operations an asset.

Cover Letter & Resume Expectations: Applicants should read the requirements of the position carefully and thoroughly as generic applications seldom answer the most important question, why you are the right person to join the Develop Nova Scotia team. Cover letters and resumes should be tailored specifically to reflect those qualities and experiences, which the applicant has, which are directly relevant to the responsibilities outlined herein. As a reflection of your real interest in this opportunity, and as your first chance to make a great impression, you will clearly outline you understand who we are and what's important to us, why you want to work for us here at the water's edge, and what makes you the applicant we've always been waiting for.

Return Resumes to:

Attention: Heather Wright
Develop Nova Scotia
Old Red Store, Historic Properties
Suite 301 - 1875 Upper Water St.
Halifax, NS B3J 1S9
Email: careers@developns.ca

Review of applications will commence on April 5, 2022, with the expected start date for the position being May 2, 2022. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.