

TOWN OF RICHLANDS



Job Description

Department:	Town Manager
Job Title:	Town Beautification Specialist
Reports to:	Town Manager
Classification:	Full time (exempt)
Application Due By:	Open until filled (first review 7/10/24)

Work Objectives:

The Downtown Beautification Specialist plays a pivotal role in enhancing and maintaining the aesthetic appeal of our town's downtown area. This position is responsible for various tasks to ensure cleanliness, tidiness, and visual attractiveness throughout downtown.

Major Responsibilities:

- Empty trash cans and maintain cleanliness in designated downtown and park areas on a daily basis.
- Supervise and coordinate community service workers engaged in beautification and maintenance activities.
- Empty trash cans and ensure cleanliness at Town Hall premises as scheduled.
- Water plants, flowers, and shrubs in downtown planters and landscaping beds to ensure they thrive and maintain visual appeal.
- Water newly planted and existing trees to promote their health and growth.

- Monitor and address any issues related to litter, graffiti, or other detracting elements in downtown areas promptly.
- Collaborate with local businesses, residents, and civic organizations to promote community involvement in downtown beautification efforts.
- Assist in seasonal decorations and special event preparations as needed to enhance the downtown ambiance.
- Maintain tools, equipment, and supplies necessary for beautification activities in good working condition.
- Report any maintenance or safety concerns to appropriate authorities for prompt resolution.

Qualifications:

- High school diploma or equivalent.
- Previous experience in landscaping, groundskeeping, or similar field preferred.
- Knowledge of basic plant care and landscaping techniques.
- Ability to work independently and prioritize tasks effectively.
- Strong attention to detail and a commitment to maintaining high cleanliness and aesthetic standards.
- Excellent communication skills and the ability to interact positively with the public and fellow team members.
- Physical ability to lift and move heavy objects, work outdoors in various weather conditions, and perform repetitive tasks.

Working Conditions:

This position involves outdoor work in all weather conditions.

Flexibility in work hours may be required, including occasional evenings and weekends for special events or seasonal needs.