**SAFETY LEAD**

**Company:** Midtown Association (MA)

**Position:** Safety Lead (non-exempt)

**Supervisor:** Reports to Clean & Safe Foreman

**Location:** 1401 21st Street, Midtown Sacramento, 95811

**Organization:** The Midtown Association (MA) is a non-profit organization that is making Midtown the center for culture, creativity and vibrancy in Sacramento’s urban core.

**Our Culture:** The MA is a small but mighty office of fourteen employees governed by a board of artistic, fast paced and innovative property and business owners. We attract high-performing, highly ethical employees who truly care about their community. Our team works well together because we hold ourselves accountable to strong project management and complement one another’s strengths. Our office is a beautiful modern storefront with open air meeting space, natural light, room for bike storage and more than 20 restaurants/coffee shops/bars within two blocks. Our office is smart casual/business casual attire.

**Position Summary and Requirements:** The primary role of the Safety Lead is to assist the Clean & Safe Foreman in oversight of the outcomes of all safety and homeless related services, provide homeless outreach, ensure public safety by being the eyes and ears of the police department, welcoming visitors, directing pedestrians, distributing safety material for outreach, and providing event support as needed.

Qualified Leads are proactive and have a consistently great attitude. They know their job inside and out, well enough even to teach other employees. Not only do they fulfill the tasks assigned to them with attention to detail, speed and a customer service attitude, when tasks are completed, they are self-directed and find the next important task. They act as the “lead on duty” and report all daily activities for themselves and the assistants they work with to their Manager. Leads check-in with safety assistants, pass down tasks, assure the tasks are completed, and communicate with their supervisors. Leads demonstrate professionalism, code of ethics, and knowledge of program protocols and procedures, at all times with office staff, community partners, property owners, and visitors. They have a positive attitude, maintain the highest standards of personal cleanliness, and present neat professional appearance at all times. Lastly, leads should have the skills to coach and mentor safety assistants.

**Basic Employment Qualifications:** All candidates should have; two years previous work experience in Social Work or homeless services and/or with a Business District, Trade Association or Downtown organization is preferred. Experience with email programs, the ability to speak and read English, the ability to lift up to 75 pounds, and be able to remain on their feet outdoors for up to 10 hours per day in potentially inclement weather. Position requires riding a patrol bike. All candidates should anticipate pre-employment background checks, driving record checks, and drug screening with the potential for on-going drug screening based on job tasks. High school diploma or GED is required. Reliable transportation is required.

**Essential Duties & Responsibilities:**

* Monitor and report outcomes of safety and homeless program to Clean & Safe Manager
* Assist Clean & Safe Manager with monitoring and training of safety personnel
* Communicate professionally with Police Department, as well as property and business owners and keep be informed of the latest trends and district updates
* Ability to interact with all types of individuals in the community and remain calm under stressful situations with unpredictable individuals
* Respond in a timely manner to all service calls within the PBID boundaries
* Work closely with Sacramento Steps Forward Navigator to connect the homeless population with social services
* Assist businesses and property owners with the issuance of Notices of Trespass with the City Police Department and pro-actively monitor district hotspots for homeless relocation
* Thoroughly document all work activity through Geo-Pal software
* Provide business outreach and event and programming assistance as assigned. Assist maintenance team with breakdown of the Midtown Farmers Market and drive company vehicles.
* Other duties as assigned

**Work Environment:**

The work environment is located primarily outside and consists of completing tasks involving daily patrols of the district, homeless interaction including move-a-long’s and connecting individuals with Navigator assistance, and assisting visitors with questions about Midtown. Additional tasks include assistance with events and removal of homeless encampments. Conditions range from working outside in all types of inclement weather. Some work will involve hazardous and unsanitary conditions. Must be able to work around varying degrees of noise. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions.

**Benefits:** This is a full time, non-exempt, hourly position at 40 hours per week. Schedule is generally Monday through Saturday, between the hours of 7am and 9pm with some variations for special events. The Midtown Association has a very generous benefit package after the probationary period; 10 days sick time, 12 days PTO, public holidays, 401k with match, Flex-spend account, Life Insurance, Health Insurance, and Parking.

**Salary:** COE

**Midtown Association is an Equal Opportunity Employer (EOE)**

**Apply:** <https://midtown-association.rippling-ats.com/>