



JOB DESCRIPTION

JOB TITLE	Custodial Student
DEPARTMENT / PROGRAM AREA	Nipissing District Housing Corporation
REPORTING TO	Supervisor, Corporate Assets
EFFECTIVE DATE	May 2023
SALARY	

JOB SUMMARY

Under the supervision of the Supervisor of Corporate Assets, the custodial student provides support to custodian and maintenance staff to clean and maintain the housing portfolio, of residential units as well as commercial units within the District of Nipissing.

This includes assisting with performing day-to-day preventative maintenance duties to ensure the preservation of the housing stock including but not limited to, grounds work, cleaning, painting, minor repairs, preparing and emptying housing units for new tenancy, unit inspections, minor construction, etc. All assigned work will be performed under the guidance of custodian and maintenance staff in accordance with established standards, policies, procedures, and in keeping with the Occupational Health and Safety Act (mould and asbestos), various Codes (building, fire) and the Residential Tenancies Act.

JOB DUTIES AND RESPONSIBILITIES

Operational Leadership

- Assist custodian and maintenance staff with grounds work including whipper snipping, grass cutting, trimming of branches, painting parking lot lines, repairs and painting of fences;
- Assist custodian and maintenance staff with cleaning the buildings including cleaning windows, cleaning common hallways such as vacuuming, cleaning carpets, assist with repairs and cleaning of empty units to prepare them for new tenancy;
- Assist custodian and maintenance staff with smoke detector inspections, door closure inspections and various painting, etc.;
- Assist maintenance staff with other tasks such as helping with installing counter tops, flooring, building decks and sheds, etc.

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- High school or secondary school diploma;
- Previous related experience in building maintenance is an asset;
- Knowledge of Occupational Health and Safety practices;
- Knowledge of the operation and maintenance of various tools and equipment;
- WHMIS Certification and CPR/First Aid Certification.

Skills and Abilities:

- Ability to assist with a broad range of maintenance repairs;
- Proficiency in the use of tools and operate equipment required to perform the functions of the position in a safe manner;
- Ability to work independently and as part of a team;
- Ability to respect confidentiality of tenants and staff;
- Good interpersonal and communication skills with the ability to relate to others and deal with diverse clients groups with tact, diplomacy and in a professional manner;
- Ability to troubleshoot and problem solve;
- Ability to work in a stressful, fast paced environment and recognize emergency situations;
- Ability to maintain composure, compassion and understanding during challenging situations.