



JOB DESCRIPTION

JOB TITLE	Building Custodian
DEPARTMENT / PROGRAM AREA	Nipissing District Housing Corporation - NDHC
REPORTING TO	Manager of Corporate Assets
EFFECTIVE DATE	June 2023
SALARY	Band 4

JOB SUMMARY

Under the direction of the Manager Corporate Assets, this position performs maintenance duties of an assigned housing complex(es), which is part of a portfolio consisting of several commercial units and residential units.

This includes performing day-to-day preventive maintenance duties to ensure the preservation of the housing stock. Primary functions involve; cleaning, life safety checks, minor carpentry, trouble shooting and problem solving within their assigned complex(es), in accordance with established standards, policies, procedures and in keeping with the Building Code, Occupational Health and Safety (mould and asbestos), Fire Code, and Residential Tenancies Act.

JOB DUTIES AND RESPONSIBILITIES

- Ensures the preservation of assets by performing high standard maintenance duties, responsible for identifying and reporting potential of risk to the safety of our residents as well as protect our assets.
- In conjunction with the maintenance staff, delivers the preventive maintenance program with an emphasis on mitigating risks throughout the entire housing portfolio and commercial buildings.
- Responsible for Life Safety inspections, monitoring, tracking and reporting; daily and weekly checks and logging of results as outlined in the Fire Safety Plan & Log Book. This includes monthly inspections of apartment door closures and making required adjustments.
- Ensures all common areas are clean and safe.
- Completes the maintenance move out processes; including cleaning and minor repairs in empty units, tests smoke detectors, and changes unit locks.
- Obtains unit keys and building fobs from tenant at time of move out.
- Takes out garbage and recycling to proper pick up location and keeps all garbage areas clean, free of loose debris.
- Assists in annual and periodic inspections of units as directed by Maintenance Officer.

- Maintains daily journal of work performed.
- Attends and assists with regular fire drills and fire safety meetings.
- Conducts annual inspections of smoke detectors.
- Maintains inventory of custodial supplies, tools, and equipment such as appliances, and tools, submits orders to the office as required.
- Performs maintenance tasks in the event of emergencies as requested by Maintenance Officer, in accordance with policies and procedures.
- Assists tenants in lock-outs situations.
- Assists tenants in all emergency situations (i.e. fire alarm, power outage).
- Shows units to prospective tenants when requested by the Tenant Support Workers.
- Requests a Work Order from the Maintenance Clerks prior to commencing any work or task.
- Completes Work Orders assigned and inputs detailed technical notes and observations about the completed work upon completion.
- Completes minor repairs and maintenance such as but not limited to general carpentry and interior/exterior painting as required.
- Seeks approval from the NDHC management team for tasks not outlined in the job description.
- Maintains and services equipment and tools when required, also minor repairs to small appliances.
- Cleans eaves trough of buildings and remove snow from top of buildings where applicable.
- Operates and maintains all outdoor equipment and tools, including minor repairs to landscaping equipment and tools when required to complete assigned tasks.
 - Summer months: Cut, rake and trim lawn; pick up litter and debris, sweep parking lot and sidewalks, trim overhanging and hazardous branches.
 - Winter months: Performs snow removal in all designated areas surrounding building. Apply salt/salted sand, as required. Maintain and report in log book in accordance with policy and procedures.
- Sorts out recycling and places at their proper location for pick up. Take out garbage bags or bins and places at proper location for landfill pick up.
- Reports maintenance repairs and deficiencies to the Maintenance Officer.
- Reports safety hazards to the Manager of Corporate Assets.
- Reports vandalism and disturbances to Maintenance Officer or appropriate authorities as warranted.
- Ensures equipment is in safe operating condition and stored safely after each use.
- Trains, provides direction to students when assigned.
- **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

- Secondary school diploma;
- **Two years' experience in building maintenance;**
- Ability to work independently and as part of a team;
- Mould Remediation would be an asset;
- WHMIS Certification and CPR/First Aid Certification;
- Knowledge of Residential Tenancies Act, Occupational Health & Safety practices, and applicable Building Code requirements and Fire Codes;
- Knowledge of building maintenance, electrical and plumbing systems, operation and maintenance of various tools and equipment;
- Ability to perform a broad range of maintenance repairs, and operate equipment and use products in a safe manner;
- Good interpersonal and communication skills are required with the ability to relate to others in a tactful and professional manner;

- Ability to work in a stressful, fast-paced environment and recognize emergency situations while maintaining composure, compassion and understanding during challenging situations;
- General knowledge of computer applications is required;
- **Valid Ontario Driver's License required and** access to a reliable vehicle;