



## JOB DESCRIPTION

<b>JOB TITLE</b>	Building Custodian (6 positions)
<b>DEPARTMENT / PROGRAM AREA</b>	Housing Services
<b>REPORTING TO</b>	Supervisor Corporate Assets
<b>LOCATION</b>	Locations in the district
<b>WEEKLY HOURS OF WORK</b>	40 hours per week
<b>SALARY GRADE</b>	Band 4
<b>DATE</b>	April, 2018

### GENERAL PURPOSE

[Description of the purpose of the position, why does it exist what are key responsibilities?]

Under the direction of the Supervisor Corporate Assets, this position performs maintenance duties of an assigned housing complex(es), which is part of a portfolio consisting of at least 834 residential units as well as six commercial 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, plumbing, electrical and 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.

## KEY ACTIVITIES

[Name and list under each the key activities of the position and percentage estimate of time for each section.]

- 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.
- Shows units to prospective tenants when requested by the Tenant Support Workers. Completes minor repairs and maintenance in the areas of plumbing, electrical, and general carpentry, touch up of interior and exterior painting as required.
- 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 when required, also minor repairs to small Operates and maintains all outdoor equipment and tools 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 Supervisor 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;
- Mould Remediation;
- WHMIS Certification and CPR/First Aid Certification;
- Knowledge of Residential Tenancies Act;
- Knowledge of Occupational Health & Safety practices;
- Knowledge and understanding of applicable Building Code requirements and Fire Codes;
- Knowledge of building maintenance, electrical & plumbing systems;
- Knowledge of the operation and maintenance of various tools and equipment;
- Valid Ontario Driver's License required and use of vehicle;
- Skills and Abilities:
  - Ability to perform a broad range of maintenance repairs;
  - Proficiency in the use of tools and equipment required to perform the functions of the position;
  - Ability to work independently and as part of a team;
  - Ability to respect confidentiality of tenants and staff;
  - Ability to relate to others in a tactful and professional manner;
  - Interpersonal and communication skills required;
  - Ability to operate equipment in a safe manner;
  - Ability to trouble shoot and problem solve;
  - Ability to use applications including Microsoft Office Suite, Property Management systems and mobile devices, including cell phones and tablets;
  - Ability to work in a stressful, fast-paced environment and recognize emergency situations;
  - Ability to maintain composure, compassion and understanding during challenging situations;
  - Ability to deal with a diverse client group with tact and diplomacy;
  - Excellent organizational skills are required to organize and schedule daily work or tasks, while being sensitive to time constraints and resource availability. Will often be required to work toward meeting tight deadlines.

## **COMPENSABLE FACTORS**

### **KNOWLEDGE**

[This subfactor measures the general knowledge and specialized or vocational training necessary to perform the job duties in a satisfactory manner and has no relationship to the academic achievement of an employee. The degree levels are normally expressed in terms of formal education or equivalent. Similar levels of achievement can be obtained through related experience, courses or self-improvement.]

Secondary school diploma or equivalent.

### **EXPERIENCE**

[Should be considered when the degrees of knowledge are established. It serves as a scale of measurement for the amount of practical experience that an average individual having the appropriate theoretical knowledge, specific education and specialized training, would require to be able to perform the job duties.]

Two years.

### **JUDGEMENT**

[Measures the choice of action required in applying methods, procedures, or policies to complete the tasks.]

The job requires adapting and choosing established methods and procedures.

### **MENTAL EFFORT**

[Measures the period of time wherein mental, visual and/or aural attentiveness is required on the job. Both the frequency and duration of the effort are to be considered.]

Frequent periods of short duration.

### **PHYSICAL ACTIVITY**

[Measures the physical activity by the type and duration required to perform the duties.]

Heavy activity of intermediate duration.

### **DEXTERITY**

[Measures the level of dexterity required by a job. The levels of manual dexterity are determined by considering the elements of speed and/or accurate hand/eye (or hand/foot) coordination. Movements can be either fine or coarse.]

Employee is required to perform tasks that demand the accurate coordination of coarse movements, where speed is a secondary consideration.

## ACCOUNTABILITY

[Measures the effect of actions on others and covers the relationship between the nature of the work, the loss of time and resources and the effect of the work.]

Actions could result in a serious loss of time or resources, or cause significant embarrassment within the organization and have some impact on its public image.

## SAFETY OF OTHERS

[Measures the degree of care required to prevent injury or harm to others.]

Considerable degree of care required to prevent injury or harm to oneself and others.

## SUPERVISION

[Measures the extent to which an employee is required to supervise the work of others such as students, employees (full-time, part-time, casual, etc.) of the employer, employees of other organizations.]

Supervisory responsibilities are not normally part of the job requirement, but there is a requirement to show others how to perform tasks or duties.

## CONTACTS

[Measures the contacts necessary in communicating with others, be they fellow workers or members of the public. These communications may be in writing, or oral, including sign language, and carrying varying degrees of responsibility for the handling of contacts tactfully and harmoniously.]

Tact and discretion is needed when required to deal with or settle requests, complaints or to clarify information.

## WORKING CONDITIONS

[Measures the type and frequency of disagreeable conditions under which an employee is required to carry out the job duties.]

Minor conditions of continuous exposure.