

Position Title: Custodian

Department: Housing

Reports To: Facilities Manager or Technical Supervisor

Purpose

To provide effective custodial duties in the Housing Department of the County of Grey including general maintenance, cleaning, inspection and security.

Responsibilities

- Preparing units for new tenants on move out including general carpentry repairs.
- Performing minor maintenance repairs such as light bulb replacement, repairing/replacing leaky faucets, toilet repairs, clearing blocked drains as requested by tenants through maintenance request orders or through Property Supervisor.
- Operating of snow blower and/or lawn mower (where such are available), including minor maintenance of equipment. Cleaning all debris from public areas. Ensure all exterior areas are maintained in a clean, safe manner for staff, tenants and the general public.
- General landscape duties including maintaining and cultivating of flower beds, trees and shrubs, parking lots, snow removal of walkways, and salting and sanding as required.
- Showing vacant units to prospective tenants, reporting maintenance repairs to supervisor.
- Reporting vandalism to supervisor during normal working hours, assisting on lock outs, maintaining of all maintenance supplies, reporting disturbances to supervisor and/or police during normal working hours. Investigation of tenant complaints, rectifying same where possible, reporting others to supervisor.
- To maintain a clean and safe working environment.

Working Conditions

Forty (40) hours per week, work is subject to interruptions, overtime and varied hours, exposures to restricted spaces and heights, chemicals and inclement weather.

Overtime may be required to maintain safe access to building such as clearing snow from sidewalks and entrances after normal working hours or on weekends. Use of a

personal vehicle to travel between buildings, when more than one building is part of the assigned portfolio, is required.

Contacts

Internal Working Relationships

Technical Supervisor, Facilities Manager, Tenant Services Coordinator, Tenant Services Manager, Community Relations Worker, other Custodians

External Working Relationships

Tenants, local Fire Departments, contractors and the general public.

Knowledge and Skill

- Preferably incumbent will have completion of Secondary School Diploma and be able to work with and understand instructions and methods regarding mechanics and basic equipment maintenance used throughout the building(s), Health and Safety training including WHMIS.
- Knowledge of modern janitorial methods is a prerequisite and the ability to effect minor maintenance repairs.
- Ability to use email, Microsoft word and outlook.
- Proven ability to exercise tact and diplomacy is required. Ability to communicate effectively, both orally and in writing, is also a requirement and competence in custodial duties.

Impact of Error

Poor custodial practices create an unsafe working environment and an unhygienic living environment. Failure to perform required checks and maintenance of equipment will result in violation of legislation such as the Fire Code and potential unsafe environment for our residents.