



TEMPORARY POSITION – 6 MONTH CONTRACT

Position:	Custodian
Competition#:	08-2023
Rate of Pay:	\$25.34 per hour (\$24.59 Temporary/Probationary Period)
Hours of Work:	40 hours per week
Start Date:	To be negotiated with successful candidate
Location:	Peterborough – Anson House/Saunders Court/Bradburn House

This is a temporary full-time position within the Operations Division of Peterborough Housing Corporation for a period of 6 months with the possibility of becoming permanent. The position will report to the Building Services Manager.

Position Summary

The successful applicant will be responsible for a variety of duties including general building maintenance, janitorial, grounds keeping and minor maintenance repairs for 56 units in 2 apartment buildings and shared duties for an 18-unit building. The successful applicant will possess excellent building and site maintenance skills and be someone who enjoys and works well with people but is able to work independently. This self-starting person will be committed to the principles of customer service excellence.

Responsibilities

- performing assigned duties which will involve minor carpentry, painting, minor plumbing repairs, investigation of heating and appliance repair needs;
- performing all assigned janitorial duties required to maintain the interior public areas of the buildings in a condition acceptable to the Housing Corporation.
- summer and winter maintenance of grounds;
- snow removal;
- preparing vacant units for new occupancies and showing to prospective tenants;
- reporting maintenance repairs and vandalism to supervisor;
- assisting tenants in cases of fire alarms;
- maintaining general security;
- investigating complaints;
- maintaining records of preventative maintenance tests & inspections including the Fire Logbook;

Qualifications

- Proven ability to affect a wide variety of custodial and building maintenance duties
- Must possess High School Diploma
- Knowledge of the Fire Code and Residential Tenancy Act (RTA)
- Proficiency in the use of relevant tools and equipment
- Ability to communicate effectively both verbally and in writing
- Valid driver's licence and be insurable
- Police check required
- Proof of COVID-19 Vaccination required

Complete Job Description available at
<https://ptbohousingcorp.ca/about-phc/careers/>

Deadline for application submission is 4:00 p.m. on Monday March 27, 2023

Please direct your application

“CONFIDENTIAL – Custodian 08-2023”

Director Corporate Services

Peterborough Housing Corporation, 526 McDonnell Street, Peterborough, Ontario, K9H 0A6 fax
PHC_HR @ptbohousingcorp.ca (705) 742-1404

Peterborough Housing Corporation is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code.