



Building Custodian

Organizational Overview

Peterborough Housing Corporation (PHC) owns and manages approximately 1,300 units of senior, single and family units throughout the city and county providing a home to approximately 4,000 people. Our buildings vary in age, with some being 50 years old, alongside recently renovated structures and new constructions completed within the last four years. PHC is focused on ensuring that we remain an innovative high performing corporation within the communities we serve.

Position Summary

The Building Custodian is responsible for a variety of duties including general building maintenance, janitorial, grounds keeping and minor maintenance repairs for various properties across PHC's portfolio. As a front-line member of the Operations Division and reporting to the Building Services Manager, Building Custodians have well developed maintenance skills, demonstrate a commitment to customer service excellence, and thrive in both team-oriented and independent work environments.

Main Responsibilities

- **Minor Repairs and Maintenance:** Perform various tasks such as minor carpentry, painting, and plumbing repairs. Investigate heating and appliance issues to ensure all units are functioning optimally.
- **Janitorial Duties:** Carry out assigned janitorial tasks to maintain the cleanliness and appearance of the interior public areas of the buildings, ensuring they meet the standards set by PHC.
- **Customer Service:** Engage positively with residents and visitors to create a welcoming environment, fostering strong relationships and prioritizing resident satisfaction.
- **Grounds Maintenance:** Conduct seasonal maintenance of property grounds, including mowing, landscaping, and other outdoor tasks to uphold the property's aesthetic and safety.
- **Snow Removal:** Efficiently manage snow removal during winter months to ensure safe access to the buildings for residents and visitors.
- **Unit Preparation and Showings:** Prepare vacant units for new occupants, ensuring they are clean and in good repair, and assist in showing units to prospective tenants.
- **Reporting and Communication:** Report any maintenance repairs and incidents of vandalism promptly to ensure swift resolution.
- **Complaint Investigation:** Investigate tenant complaints thoroughly, providing effective solutions and maintaining positive relationships with residents.

- **Record Keeping:** Maintain accurate records of preventative maintenance tests and inspections, including the Fire Logbook, to ensure compliance with safety regulations.

Required Qualifications

- Demonstrated experience in executing a diverse range of custodial and building maintenance duties, with an emphasis on maintaining property standards effectively.
- Knowledge of the Fire Code and the Residential Tenancy Act (RTA).
- Strong skills in utilizing relevant tools and equipment to perform maintenance tasks efficiently and safely.
- Ability to communicate clearly and effectively, both verbally and in writing, fostering positive relationships with tenants and team members.
- A current driver's license and insurability are required for potential travel between properties and transportation of maintenance supplies.
- Obtained High School Diploma.

Application Information

Hourly Rate:	\$26.69 (\$25.94 Probationary Rate)	Classification:	Unionized - CUPE 504.2
Employment Status:	Permanent, Full-time - 40 hours per week		
Location:	136 Anson Street, 130 Anson Street & 293 London Street, Peterborough	Competition Number:	10-2024

Qualified applicants are invited to submit one file containing a résumé and cover letter quoting file number **10-2024** on the file as well as in the subject line, no later than **4:00 p.m.** on **Friday, November 1, 2024**, to [Human Resources](#).

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Peterborough Housing Corporation will work collaboratively and respectfully with you in all stages of the recruitment process and throughout your employment. If you require accommodation at any stage of the hiring process, please advise Human Resources.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.