



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

Reporting to the Building Services Manager, custodians are responsible for a variety of duties including cleanliness of assigned buildings and spaces, general building maintenance, janitorial, grounds keeping and minor maintenance repairs as appropriate for PHC properties. Custodians will possess excellent building and site maintenance skills and work well with people but is able to work independently. This self-starting person will be committed to the principles of customer service excellence. The applicant must have a working knowledge of the methods and practices sufficient to perform the work required in this position. Ability to follow instructions and to exercise tact and diplomacy is necessary.

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.
- **Custodial Duties:** Carry out assigned custodial tasks to maintain the cleanliness and appearance of the interior public areas of the buildings, ensuring they meet the standards set by PHC. This includes but is not limited to sweeping, mopping and vacuuming as well as washing and sanitizing toilets and sinks in common areas. Prepare garbage and recycling for pick-up.
- **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:** Inspect, assess and report any maintenance repairs required and/or incidents of vandalism promptly to ensure swift resolution.
- **Complaint Investigation:** Respond to and where necessary investigate resident complaints regarding property maintenance thoroughly, providing effective solutions and maintaining positive relationships with residents. Where necessary, the complaint should be directed to the Building Services Manager.
- **Record Keeping:** Maintain accurate records of preventative maintenance tests and inspections, including the Fire Logbook, to ensure compliance with safety regulations.

Required Qualifications and Experience:

- Minimum High School Diploma or equivalent.
- Minimum one (1) year related experience.
- Demonstrated experience performing a diverse range of custodial and building maintenance duties, with an emphasis on maintaining property standards effectively.
- Knowledge of the health and safety legislation, Fire Code, Building Codes and the Residential Tenancy Act (RTA).
- Strong skills in utilizing relevant tools and equipment to perform maintenance tasks efficiently and safely.
- Good working knowledge of computers and related software including YARDI, Microsoft Office, Word, Excel and Email.
- Ability to communicate clearly and effectively, both verbally and in writing, fostering positive relationships with residents, community partners, housing providers and other staff members.
- A valid driver's license, insurance and access to a reliable vehicle are required for potential travel between properties and transportation of maintenance supplies.

Application Information

Hourly Rate:	\$28.08 (\$27.33 Probationary Rate)	Classification:	Unionized - CUPE 504.2
Employment Status:	Temporary Part-time - 35 hours per week (to be filled as soon as possible and last up to 6 months with possible extension)		

Location:	Lakefield (but could be assigned to work at other PHC properties)	Competition Number:	04-2025
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Qualified applicants are invited to submit one file containing a résumé and cover letter quoting file number **04-2025 Thursday, March 27, 2025**, to PHC_HR@ptbohousingcorp.ca.

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.