

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2023-230

POSITION TITLE: Contract Custodian-Housing	
DEPARTMENT: Housing	STATUS: Contract Full Time, CUPE 7797
# HRS / WEEK: 35	CONTRACT DATES: ASAP for 3 months or until the return of the incumbent
REPORT TO: Property Manager	HOURLY RATE: \$21.56
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: This position is responsible for the overall cleaning and maintenance of the buildings under the supervision of the Property Manager. The Custodian-Housing is responsible for the cleaning of common areas/grounds, repairs and/or work orders and maybe required to travel to other locations. The role ensures the general health and safety of tenants, staff and visitors. Hours of work are 35 per week, on a schedule that may include evening, on call responsibilities, and Statutory Holidays

MAJOR DUTIES:

- Troubleshoot for maintenance problems, and resolve them as soon as possible.
- Complete assigned tenant work orders
- Work on-call schedule that will include evening, on call responsibilities and may include statutory holidays.
- Necessary upkeep of interior/exterior grounds and walkways including snow removal.
- Maintain the interior of the building in an appropriate state of cleanliness, including maintenance of interior common room, corridors, elevators, garbage and recycling, garbage and organic removal etc.
- Daily inspections of fire equipment, hallways, walkways, mechanical equipment.,
- Ensure buildings comply with Fire Code Regulations, and conduct regular Fire Drills under the supervision of the Maintenance Lead Hand and Property Managers.
- Implement and adhere to the legal requirements of the Ontario Building Code and The Residential Tenancy Act.
- Communicate all building/tenant issues to the Property Managers and /or appropriate staff.
- Ensure that all necessary maintenance supplies are in stock, including cleaning supplies
- Promptly deliver tenant key packages, maintain building key register, repair and change locks when necessary and advise the Property Managers.
- Conduct yearly unit inspection, complete checklist, and ensure repairs on units are completed satisfactorily with the Maintenance Lead Hand.
- Liaise with Property Management and emergency services as required.
- Must be flexible and work beyond schedule, when necessary and as required, must be able to answer phone within 15 minutes of a call
- Maintain client confidentiality and adhere to Agency policies and procedures.
- Participate in regular staff meetings within the Agency, and Agency events and fundraising activities, as responsibilities of the position permit.
- Must be able to meet vendors to open unit doors as required
- Perform other related duties as required by the Housing Managers

REQUIREMENTS & QUALIFICATIONS:

- Minimum 3 years related training and experience with internal/external building maintenance.
- Knowledge of Health & Safety standards, building code, fire regulations, etc.
- Knowledge of the proper use of cleaning equipment, cleaning chemicals, and supplies.
- Demonstrated communication, interpersonal and time management skills.
- Promptness, reliability, high level of responsibility.
- Must be bondable.
- Must be willing to carry an Agency cell phone and work an on-call schedule.
- WHMIS training.
- Able to lift 50 pounds.
- A valid Ontario G class Driver's License in good standing is preferred

To apply, submit your resume with "TNG2023-230" in the subject line of your email to: careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement