

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# TNG2024-144

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| POSITION TITLE: Custodian- Modular Housing | |
| DEPARTMENT: Modular Housing | STATUS: Regular Full-time, CUPE 7797 |
| # HRS / WEEK: 35 | CONTRACT DATES: N/A |
| REPORT TO: Property Manager | HOURLY RATE: \$25.05 |
| EXTERNAL CLOSING DATE: Posted until filled | |

GENERAL DESCRIPTION: The position is responsible for cleaning and maintaining Agency Modular Housing sites. Duties include maintenance and repairs of interiors, supply acquisition, garbage removal and upkeep of exterior grounds and walkways as assigned. Assist with maintenance of building equipment and machinery and respond to emergencies as necessary or required. This position reports to the Property Manager and is part of CUPE LOCAL 7797. Scheduled hours of work are 35 hours per week (Mon, Thurs, Fri, Sat, Sun) with the requirement to be on call every weekend and work stat holidays.

MAJOR DUTIES:

- Maintain the interior of the building(s) in an appropriate state of cleanliness, including but not limited to maintenance of interior common rooms, corridors, and elevators
- Ensure that regular building maintenance is scheduled and/or performed, and logged
- Complete assigned work orders on a timely basis
- Maintain areas surrounding building by clearing snow, salting, and clearing litter. Be responsible for landscaping duties and additional maintenance as required
- Communicate with and provide instructions to contractors hired to perform work as directed. Ensure work is carried out according to contractual agreements. Report progress to the Housing Managers
- In conjunction with maintenance staff, conduct yearly and move-in/move-out inspection of units for cleanliness; clean, paint, repair and perform unit maintenance as directed
- Ensure secure buildings and a clean, safe and healthy work environment
- Respond to requests from tenants in a professional, timely manner
- Communicate all building/tenant issues to the Senior Housing Managers and /or appropriate staff in a timely manner
- Be available to cover and or assist maintenance and custodial staff at all buildings

REQUIREMENTS & QUALIFICATIONS:

- Minimum 2 years related training and experience with internal/external building maintenance
- The technical skill to recognize and resolve maintenance problems such as minor plumbing, carpentry and electrical repairs.
- Knowledge of building lock systems and the ability to change/make repairs on them.
- Excellent interpersonal skills and a calm and tactful manner.
- The ability to work with minimal supervision and to work effectively as a team member
- The physical strength, stamina and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling.
- Preparedness to experience occasional exposure to filth and contagious disease, as well as irate and abusive persons.
- Preparedness to experience frequent exposure to animals, especially dogs and cats, as well as their excrement and dander.
- A valid driver's license would be preferred

To apply, submit your resume with "TNG2024-144" 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