



**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**CUSTODIAN**  
(GERALDTON OFFICE)  
INTEGRATED SOCIAL SERVICES

**ONE (1) TEMPORARY FULL-TIME POSITION**

POSTING NUMBER:	81-2022	STATUS:	EXTERNAL
POSTING DATE:	AUGUST 12, 2022	CLOSING DATE:	AUGUST 19, 2021
AFFILIATION:	UNION	HOURS PER WEEK:	35
SALARY GROUP:	6	HOURLY RATE:	\$23.04

**POSITION SUMMARY:**

Under the general direction of the Supervisor, Property Management, the Custodian is responsible for performing minor repairs, maintaining the cleanliness of The District of Thunder Bay Social Services Administration Board buildings as well as troubleshooting minor tenant conflicts.

**MAJOR RESPONSIBILITIES:**

1. Maintains cleanliness of all common areas including public washrooms, parking lots, laundry rooms, stairwells and basements; cleans and waxes floors; shampoos and vacuums carpets; washes windows and walls; removes garbage, etc.
2. Prepares vacant apartments for new tenants; strips, cleans and waxes floors; shampoos and vacuums carpets; washes windows and walls; cleans and repairs appliances; paints surfaces, etc.
3. Ensures heating and water systems are in good state of repair and maintained.
4. Repairs, removes, light bulbs, exhaust fans, filters, drain hoses, etc.
5. Performs plumbing tasks including unclogging drains and toilets, repairing, and replacing sinks and faucets, toilets, toilet tanks, washers, stem assemblies, faucet spouts, etc.
6. Removes, replaces floor tiles, counter tops, smoke detectors, drywall, minor painting, deck flooring, stair treads, handrails, doors, windows, screens, locks, splintered casings and trims, changes locks, maintains entrance, etc., as necessary.
7. Assists Maintenance Repairpersons with large renovations/projects and yearly unit inspections; checks for unit damage, smoke detectors, furnace filters, etc.
8. Maintains outside property; clears garbage and debris, maintains parking lots, waters lawns, etc.; maintains and operates garbage compactor, snow blower, lawnmower, etc.
9. Removes various unwelcome animals such as skunks, rodents, etc. from units and premises.
10. Assists Property Manager; monitors units for abandonment, damage, vacancies; site parking issues; eviction notices; informs Property Manager of serious tenant conflicts or concerns.

11. Assists locked-out tenants back into their units.
  12. Performs other duties as necessary.
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## **QUALIFICATIONS:**

### **Education/Experience**

- Minimum of a high school diploma.
- One to three years' maintenance experience.

### **Skills/Abilities**

- Excellent communication skills.
- Excellent customer service and conflict resolution skills for constant interaction with a diverse or difficult clientele.

## **CONDITIONS OF EMPLOYMENT:**

- Must undergo a successful police records check, Type II.
- Use of a vehicle may be required.
- Travel may be required.
- Ability to lift 50 lbs.
- Offers of employment made to external candidates are conditional upon providing proof of COVID-19 vaccinations as per TBDSSAB's COVID-19 Vaccination Policy. If proof of vaccination is not provided, the offer of employment is rescinded

## **HOW TO APPLY:**

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources  
The District of Thunder Bay Social Services Administration Board  
231 May Street South  
Thunder Bay, Ontario, P7E 1B5  
Email: [careers@tbdssab.ca](mailto:careers@tbdssab.ca) | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the Internal Application Form. All other applicants must complete the TBDSSAB External Application Form.

Application forms are available on our website or are available for pickup at the TBDSSAB location.

For more information on employment opportunities at TBDSSAB, please visit our website <https://www.tbdssab.ca/about/careers>

### **ADDITIONAL INFORMATION:**

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



**Baakaakonaanan  
Ishkwaandemonan**  
Opening Doors for You