

Position	Custodian/Maintenance Person
Reports to	<i>Manager of Infrastructure</i>

Job purpose

Reporting to the Manager of Infrastructure, the Custodian/**Maintenance Person**, is located in the Loomex building, at the Peterborough Airport. Responsibilities include work in our managed facilities including:

- Airport Terminal
- Airport Operations Building
- Loomex Building

Duties and responsibilities

- General Building cleaning, with such tasks as:
 - Dust furniture, equipment, partitions, walls, etc.
 - Clean and disinfect sinks, countertops, floors, toilet, mirrors, tables, chairs, refrigerators, microwaves, etc. in restrooms, break rooms and/or kitchenettes
 - Replenish supplies in restrooms, break rooms and kitchen
 - Sweep, mop, vacuum and/or hand scrub floors using brooms, mops and vacuum cleaners
 - Empty trash cans and recyclables into disposal areas
 - Wipe down walls and woodwork, doors, wall hangings, baseboards, etc.
- Comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting.
- Perform routine general maintenance tasks such as patching walls and doors, painting walls and trim, installing pictures, bulletin boards, changing lamps, ceiling tiles, washroom fixture repairs, furniture repairs, etc.
- Perform preventative maintenance
- Perform maintenance and repairs on custodial equipment
- Operate a variety of equipment including various hand and power tools to perform repair and maintenance work, and maintain tools and equipment in a safe, clean and proper working condition.
- Maintain various records and report on preventative maintenance and repairs for grounds, facilities, and equipment to include inspections, routine maintenance, and reporting of defects.
- Operate equipment for winter and summer maintenance activities including grass cutting, vegetation control, and snow clearing.
- Customer Service
- Represent Loomex in a positive, professional manner
- Perform other duties as assigned.

Qualifications

- Demonstrated previous custodial and maintenance experience
- Ability to prioritize and schedule a wide variety of duties
- Effectively and safely operate a variety of tools and equipment.
- Understand and follow oral and written directions.
- Work independently or as a team when needed.
- Meet schedules and time lines.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others
- Communication skills, written and verbal, to respond to customers, and to interpret instructions and procedural manuals.
- Basic computer skills
- Valid Driver's License

Working conditions

This job will require both indoor and outdoor work hours. The hours for this position may include occasional weekends and/or statutory holidays.

Physical requirements

This position requires prolonged periods of standing or sitting while using tools and equipment, lifting, pulling, and managing equipment and objects.

- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 30 kg.
- Requires the ability to communicate effectively using speech, vision and hearing.

Approved by:	<i>Joyce Manser, Director Corporate Services</i>
Reviewed:	<i>March 2018</i>