



The Topeka Housing Authority Open Positions

An Equal Employment Opportunity Employer

[Link to Topeka Housing Authority Employment Application](#)

THA Employment Opportunities Open to the Public:

(Click the below box to take you to the job description)



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Job Title:	UNIT TURNAROUND SPECIALIST	Hourly Rate:	\$11.77
Start Date:	Immediately Hours: As Needed PART TIME TEMPORARY	Reports To:	Contracting Manager
Department:	Maintenance	HR Contact:	Aubrey Coufal
Applications:	Email: acoufal@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description:			
I. JOB SUMMARY Support Youth Program Activities			
II. DUTIES AND RESPONSIBILITIES: A. Unit Turnaround Custodial Work Routine custodial tasks associated with cleaning and getting vacant units ready to re-rent. B. Other Cleanup and Beautification Work as Assigned Routine custodial tasks associated with cleaning and beautifying THA buildings, common areas, grounds. C. Other Duties as Assigned As assigned, perform other duties that require a level of skill, knowledge, and ability comparable to that required to successfully perform the tasks listed above.			
III. EDUCATION, SPECIAL LICENSES/CERTIFICATES A. Valid Kansas Class C Drivers license B. Specialized certification as assigned C. High school diploma or equivalent required D. Acceptable driving record for insurance purposes			
IV. EXPERIENCE A. Demonstrated experience performing the tasks set out above B. An equivalent combination of training and experience			
V. SKILLS/KNOWLEDGE A. Basic custodial procedures and techniques B. Standard customer service etiquette and procedures C. Ability to use standard custodial tools and equipment D. Interact with a diverse range of Public Housing residents			
VI. PHYSICAL REQUIREMENTS A. Climb stairs B. Operate basic custodial tools and equipment C. Ability to bend, stretch, get in and out of a vehicle D. Ability to lift 50 pounds			