



# 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)



# The Topeka Housing Authority Open Positions

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<b>Job Title:</b>	<b>GENERAL LABOR-SEASONAL</b>	<b>Hourly Rate:</b>	<b>Starting rate \$11.77</b>
<b>Start Date:</b>	September 1, 2015 Hours: 40 hours a week Monday through Friday FULL TIME TEMPORARY	<b>Reports To:</b>	<b>Facilities Manager</b>
<b>Department:</b>	<b>Maintenance</b>	<b>HR Contact:</b>	<b>Aubrey Coufal</b>
<b>Applications:</b>	<b>Email:</b> <a href="mailto:acoufal@tha.gov">acoufal@tha.gov</a> <b>Fax:</b> 785-357-2648 <b>Mail:</b> 2010 SE California Ave. Topeka, KS 66607	<b>Submit an Electronic Application:</b>	<a href="#">Topeka Housing Authority Employment Application</a>
<b>Job Description:</b>			

## II. TASKS

This staff member will perform the General Labor tasks described below in a combination to be reviewed and agreed on at least annually.

### A. General labor

Tasks including but not limited to mowing, trimming, snow removal, trash pick up and removal including the removal of furniture and other large objects, vacancy storage and removal, exterior painting and maintenance, preparing sites for meetings and events.

### B. Parts and fixture replacement, minor repairs

Tasks such as but not limited to replacing light bulbs, ceiling panels, air/heat filters, maintaining and performing minor repairs, pest control.

### C. Other duties as assigned.

## III. CONTINUOUS IMPROVEMENT

- A. Promote innovation and positive change
- B. Improve THA programs and systems
- C. Improve THA facilities and complexes
- D. Participate in training and capacity building events as assigned

## IV. KEY TRAITS

- A. Ability to learn, absorb, process and apply information
- B. Listening and oral communication skills
- C. Sound academic skills---reading, writing, computation
- D. Adaptability, creative thinking and problem solving, openness to change
- E. Self-management, self-esteem, goal orientation
- F. Effective in/with groups; interpersonal, negotiation, and teamwork skills
- G. "Big picture" view of the organization; leadership skills; ability to organize and motivate self and others

## V. KNOWLEDGE

- A. Basic hand and power tool procedures and techniques
- B. Standard customer service etiquette and procedures

## VI. SKILLS

- A. Ability to use standard lawn tools and equipment
- B. Interact with a diverse range of Public Housing residents

## **VII. PHYSICAL REQUIREMENTS**

- A. Climb stairs
- B. Operate basic tools and equipment
- C. Ability to bend, stretch, get in and out of a vehicle
- D. Ability to lift 50 pounds
- E. Regular exposure to weather conditions

## **VIII. EDUCATION, SPECIAL LICENSES/CERTIFICATES**

- A. Valid Kansas Class C Drivers license
- B. Specialized certification as assigned (Specify \_\_\_\_\_)
- C. High school diploma or equivalent required.
- D. Acceptable driving record for insurance purposes
- E. Any employee under the age of 18 is not allowed to drive company vehicle
- F. Any employee under the age of 18 is not allowed to operate any power tools  
Or equipment.

## **IX. EXPERIENCE**

- A. High school Diploma or GED
- B. Temporary/seasonal employee under the age of 18 High school Diploma is not required.