



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:	CUSTODIAN/INSPECTOR	Hourly Rate:	Starting rate \$11.77
Start Date:	Immediately Hours: 40 hours a week Monday through Friday FULL TIME PERMANENT	Reports To:	Director of Facilities Management
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:			

TASKS

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

- A. Custodial Work
Routine custodial tasks including but not limited to cleaning offices and office common areas, common areas of apartment buildings, community centers, vacant units, etc.
- B. Inspector
Tasks include but limited to inspecting THA units for the following: trash, furniture, clutter, spoiled food, mold/mildew, insects, rodents, graffiti and overall cleanliness of the units. Must immediately report any failed inspections to supervisor.
- C. General labor
Tasks including but not limited to mowing, trimming, snow removal, trash pickup and removal including the removal of furniture and other large objects, exterior painting and maintenance, preparing sites for meetings and events.
- D. 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 on custodial equipment.
- E. Grounds Upkeep
Tasks include but not limited to trash removal/pickup, limb removal, pulling weeds and general grounds beautification.
- F. 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.

CONTINUOUS IMPROVEMENT

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

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

Custodian

Job Description Continued:

- F. Effective in/with groups; interpersonal, negotiation, and teamwork skills
- G. "Big picture" view of the organization; leadership skills; ability to organize and motivate one's self and others

KNOWLEDGE

- A. Basic custodial procedures and techniques
- B. Standard customer service etiquette and procedures

SKILLS

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

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

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

EXPERIENCE

- A. Two years of custodial experience required
- B. An equivalent combination of training and experience