



# The Topeka Housing Authority Open Positions

An Equal Employment Opportunity Employer

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## **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>HVAC/Plumber Technician</b>	<b>Hourly Rate:</b>	<b>DOE</b>
<b>Start Date:</b>	As Soon As Possible Hours: 40 hours/week with OT Monday through Friday with weekend and evening OT FULL TIME PERMANENT	<b>Reports To:</b>	<b>Director of Facilities Management</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>

**Job Description:**

**I. JOB SUMMARY**

HVAC/Plumbing responsibilities as well as general maintenance

- A. HVAC  
Performs a wide variety of maintenance repair tasks in the operation of heating, air conditioning, refrigeration and ventilating systems in residential homes and commercial sites. Repair and maintain thermostats, air filters, blower fans, belts and bearings. Troubleshoot, diagnose and repairs various makes and models of HVAC equipment.
- B. Plumbing  
Assemble and install plumbing systems. Troubleshoot and repair pipe and pipeline systems. Review blueprints and building codes to determine optimal work procedures. Maintain and repair septic and commercial sewer systems.
- C. Buildings  
Maintain buildings as assigned. This work will include but is not limited to: painting and caulking; concrete work; door; window and screen repair and replacement; and, related tasks.
- D. Building fixtures and equipment  
Maintain building fixtures and equipment as assigned. This work will include but not be limited to: unclogging drains and other plumbing tasks; carpentry, electrical, and other building trades tasks; removing and replacing sinks, faucets, toilets, and water heaters; and, related tasks.
- E. Building exteriors and grounds  
Maintain building exteriors/grounds. This work will include but not be limited to: siding and guttering work; tree and shrubbery trimming; mowing and trimming; snow removal; exterior painting; and, related tasks.
- F. Unit readiness  
Ready units for rental as assigned. This work will include but not be limited to: removal of debris; wall and floor repair; painting and caulking; floor replacement; appliance removal and replacement; and, related tasks.
- G. Repairs  
Repair washers, dryers, refrigerators, stoves, appliances, HVAC units, door locks, THA tools and equipment, and similar products
- H. Orientation and training  
Orient and train other maintenance and custodial staff as assigned.
- I. 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 drivers license
- B. Specialized certification as assigned  
(Specify Universal EPA Certification)
- C. High school diploma or equivalent or demonstrated ability to read and complete work order forms and routine maintenance related paperwork
- D. Acceptable driving record for insurance purposes

**IV. EXPERIENCE**

- A. Three years of building maintenance experience preferred
- B. Three years of building HVAC/Plumbing experienced preferred
- C. Journey-level experience with at least three years in HVAC/Plumbing trade
- D. Welding experience preferred
- E. An equivalent combination of training and experience

**V. SKILLS/KNOWLEDGE**

- A. Building repair and maintenance techniques
- B. Skilled trades repair and maintenance techniques
- C. Unit readiness techniques
- D. Methods, tools and equipment used in the repair of heating and air condition equipment in residential and light commercial buildings.
- E. Methods, tools and equipment used in the repair of plumbing equipment in residential and light commercial buildings.
- F. Maintain and repair buildings, using tools and equipment as required
- G. Maintain and repair building fixtures and equipment, using tools as required
- H. Use standard grounds maintenance tools and equipment
- I. Complete unit readiness tasks, using tools and equipment
- J. Train and orient other maintenance staff as assigned
- K. Ability to read blueprints and schematics

**VI. PHYSICAL REQUIREMENTS**

- A. Ability to lift and handle materials, tools, furniture, and equipment weighing fifty pounds or more
- B. Eye/hand coordination sufficient to perform skilled labor tasks
- C. Ability to bend, stretch, get in and out of vehicles
- D. Ability to put tools, equipment, materials, furniture, etc. in and remove same from vehicles



# The Topeka Housing Authority Open Positions

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<b>Job Title:</b>	<b>MAINTENANCE TECHNICIAN</b>	<b>Hourly Rate:</b>	<b>\$16.00</b>
<b>Start Date:</b>	Immediately Hours: 40/ week Monday through Friday – on call Full Time Permanent	<b>Reports To:</b>	<b>Director of Facilities Management</b>
<b>Department:</b>	<b>Administrative</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>			

## I. THA'S VISION

Successfully provide quality, accessible, affordable housing. Success is defined as: putting applicants, tenants, and participants first; market competitiveness; and, financial strength and integrity.

## II. TASKS

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

### A. Buildings

Maintain buildings as assigned. This work will include but is not limited to: painting and caulking; concrete work; door; window and screen repair and replacement; and, related tasks.

### B. Building fixtures and equipment

Maintain building fixtures and equipment as assigned. This work will include but not be limited to: unclogging drains and other plumbing tasks; carpentry, electrical, and other building trades tasks; removing and replacing sinks, faucets, toilets, and water heaters; and, related tasks.

### C. Building exteriors and grounds

Maintain building exteriors/grounds. This work will include but not be limited to: siding and guttering work; tree and shrubbery trimming; mowing and trimming; snow removal; exterior painting; and, related tasks.

### D. Unit readiness

Ready units for rental as assigned. This work will include but not be limited to: removal of debris; wall and floor repair; painting and caulking; floor replacement; appliance removal and replacement; and, related tasks.

### E. Repairs

Repair washers, dryers, refrigerators, stoves, appliances, HVAC units, door locks, THA tools and equipment, and similar products

### F. Orientation and training

Orient and train other maintenance and custodial staff as assigned.

### G. 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.

## Maintenance Technician Position Description

### **III. 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

### **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 one’s self and others

### **V. KNOWLEDGE**

- A. General building repair and maintenance techniques
- B. Skilled trades repair and maintenance techniques
- C. Unit readiness techniques

### **VI. SKILLS**

- A. Maintain and repair buildings, using tools and equipment as required
- B. Maintain and repair building fixtures and equipment, using tools as required
- C. Use standard grounds maintenance tools and equipment
- D. Complete unit readiness tasks, using tools and equipment
- E. Train and orient other maintenance staff as assigned

### **VII. PHYSICAL REQUIREMENTS**

- A. Ability to lift and handle materials, tools, furniture, and equipment weighing fifty pounds or more
- B. Eye/hand coordination sufficient to perform skilled labor tasks
- C. Ability to bend, stretch, get in and out of vehicles
- D. Ability to put tools, equipment, materials, furniture, etc. in and remove same from vehicles

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

- A. Valid Kansas Class drivers license
- B. Specialized certification as assigned  
(Specify \_\_\_\_\_)
- C. High school diploma or equivalent or demonstrated ability to read and complete work order forms and routine maintenance related paperwork
- D. Acceptable driving record for insurance purposes

### **IX. EXPERIENCE**

- A. Three years of building maintenance experience preferred
- B. An equivalent combination of training and experience

### **X. SUPERVISORY RESPONSIBILITY**

None