



# 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>MAINTENANCE TECHNICIAN</b>	<b>Hourly Rate:</b>	<b>\$16.00 minimum</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