



# The Topeka Housing Authority Open Positions

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

<b>Job Title:</b>	<b>Custodian</b>	<b>Hourly Rate:</b>	<b>\$14.50</b>
<b>Start Date:</b>	Immediately Hours: 40/week Monday through Friday 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 Custodian 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. 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, exterior painting and maintenance, preparing sites for meetings and events.

### C. 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.

### D. 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. 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

## Custodian Position Description

### **V. KNOWLEDGE**

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

### **VI. SKILLS**

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

### **VII. 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

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

- A. Valid Kansas Class C 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. Two years of custodial experience preferred
- B. An equivalent combination of training and experience

### **X. SUPERVISORY RESPONSIBILITY**

None