



The Topeka Housing Authority Open Positions

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

Job Title:	PAINTER	Hourly Rate:	\$16-\$17
Start Date:	Immediately Hours: 40/ 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:			

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.

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II. TASKS

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

A. Painting

Prepare surfaces and apply them with brushes or rollers to fill in cracks or apply color on walls and other objects.

B. 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.

C. 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.

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

Maintenance Technician Position Description

- 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 painting techniques
- C. Unit readiness techniques

VI. SKILLS

- A. Maintain and repair building fixtures and equipment, using tools as required
- B. Use standard tools and equipment
- C. Complete unit readiness tasks, using tools and equipment
- D. 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
- 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. One year of painting experience preferred
- B. An equivalent combination of education and experience

X. SUPERVISORY RESPONSIBILITY

None