



# The Topeka Housing Authority Open Positions

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

<b>Job Title:</b>	<b>Building Attendant</b>	<b>Hourly Rate:</b>	<b>\$15</b>
<b>Start Date:</b>	Immediately Hours: 25/ week Monday through Friday (Flexible Schedule) Part Time Permanent	<b>Reports To:</b>	<b>Director of Facilities Management</b>
<b>Department:</b>	<b>Maintenance</b>	<b>HR Contact:</b>	<b>Aubrey Thompson</b>
<b>Applications:</b>	<b>Email:</b> <a href="mailto:athompson@tha.gov">athompson@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. THA'S VISION

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

### A. Emergency Assistance

Respond to accidents and emergency situations as appropriate including calling 911 and/or THA. Report and document accidents and emergencies. Reset the elevators after an alarm and notify supervisor of any elevator malfunction. Assist with lockouts or if a Resident cannot enter the building.

### B. Resident Assistance

Respond to questions and help residents respond to inquiries and complete THA/VFHA forms. Assist residents with mail, receive mail/packages. (Note: Building Attendants do **NOT** accept/sign for medicine delivery for residents.) Respond to phone calls, relaying messages as needed. Assist Residents moving in and out by locking off elevators and providing necessary support. Monitor halls each day, and report problems including but not limited to housekeeping and maintenance needs in common areas if needs cannot be addressed.

### C. Lease Enforcement

Monitor compliance with the lease including provisions relating to pets and companion animals, noise and other forms of peaceful enjoyment, drug and criminal activity, parking policies, boarders and lodgers, and health and safety issues.

### D. Resident Programs, Activities, and Services

Initiate and support resident programs and activities such as commodity distribution, meals on wheels, health care, voting, tenant organization meetings. Support the efforts of outside agencies and organizations to provide services and assistance to residents.

### E. 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.

### F. 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, interior/exterior painting and maintenance, preparing sites for meetings and events.

### G. Parts and fixture replacement, minor repairs

## Building Attendant Position Description

Tasks such as but not limited to replacing light bulbs, ceiling panels, air/heat filters, maintaining and performing minor repairs on custodial equipment. Ensuring that building equipment functions properly, notifying management of maintenance issues, and assisting in basic repairs. Operating and maintaining building systems such as heating and cooling.

### H. 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/VFHA programs
- C. Improve THA/VFHA 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. Basic custodial/maintenance procedures and techniques
- B. Standard customer service etiquette and procedures

### **VI. SKILLS**

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

### **VII. PHYSICAL REQUIREMENTS**

- A. Climb stairs
- B. Operate basic custodial/maintenance 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. High school diploma or equivalent or demonstrated ability to read and complete work order forms and routine maintenance related paperwork
- C. Acceptable driving record for insurance purposes

### **IX. EXPERIENCE**

- A. One year of custodial experience preferred
- B. One year of light building maintenance preferred
- C. An equivalent combination of training and experience

### **X. SUPERVISORY RESPONSIBILITY**

None