



# The Topeka Housing Authority Open Positions

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

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|-------------------------|--|--|---|
| <b>Job Title:</b>       | <b>Inventory Clerk</b>   | <b>Hourly Rate:</b>                              | <b>\$12.50</b>  |
| <b>Start Date:</b>      | Immediately<br>Hours: 9:00am – 3:00 pm<br>Monday through Friday<br>Part Time Permanent   | <b>Reports To:</b>                               | <b>Director of<br/>Facilities<br/>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><br><b>Fax:</b> 785-357-2648<br><b>Mail:</b> 2010 SE California Ave.<br>Topeka, KS 66607 | <b>Submit an<br/>Electronic<br/>Application:</b> | <a href="#">Topeka Housing<br/>Authority<br/>Employment<br/>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 Inventory Clerk tasks described below in a combination to be reviewed and agreed on at least annually.

### A. Inventory

Manage THA's maintenance inventory. Tasks will include but not be limited to ordering, tracking the use of materials and supplies, reconciling orders and usage.

### B. Work orders

Receive, sort, code and log all work order calls as needed. Support the Director of Facilities Management in disbursing work orders to maintenance staff.

### C. Fleet management

Tasks such as but not limited to scheduling and ensuring that routine maintenance is performed, scheduling and ensuring that repairs are made, securing needed supplies and parts, minor maintenance such as adding fluids (oil, windshield washer, transmission fluid), replacing bulbs, etc.

### 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

## PT Inventory Clerk Position Description

- 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 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 inventory experience preferred
- B. An equivalent combination of training and experience

### **X. SUPERVISORY RESPONSIBILITY**

None