



HOUSING AUTHORITY OF THE CITY OF TULSA

CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED BY: OPEN

Utility Worker

\$10.58/Hour

DEPARTMENT:

Housing Operations

REPORTS TO:
Manager

Maintenance Supervisor or Property

POSITION SUMMARY:

Prepare surfaces for painting and repair by cleaning and scraping. Perform a variety of other duties such as moving furniture, appliances, load and unload trucks, removing trash and garbage and other labor intensive tasks of the same level of work. Maintain vehicles and equipment. Perform general maintenance of trucks and automobiles by lubricating, changing oil and other like tasks. Assist in make ready of housing units. This includes boarding the units, cleaning the inside and outside of apartments and assisting higher classified employees on the performance of their duties as required. Work on individual job assignments or as a member of a work group engaged in activities such as digging and filling holes and trenches, repairing surfaces, painting facilities and equipment, plant shrubs, ornamental plants and trees, watering landscape areas, setting up site protection equipment while work is being completed. Perform cleaning duties such as unit preparation, cleaning common areas, clean and wax floors and other custodial duties. Repair and maintain walkways, retaining walls, fences, mix concrete, remove snow and ice and perform other related duties as required by supervisor.

MINIMUM REQUIREMENTS:

1. Less than high school education and
2. Up to one (1) year related experience and/or training; or equivalent combination of education and experience.
3. Must possess a valid Oklahoma driver's license.

ORGANIZATION:

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

MISSION STATEMENT:

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

DEPARTMENT BACKGROUND:

The Housing Operations Department is responsible for the management and maintenance operations of fifteen public housing apartment communities in the Tulsa area. Functions include processing the lease agreements, rent, work orders, eviction processing, housekeeping inspections, fire safety trainings, etc. and overall operation of the community.

TO APPLY:

Apply online at www.tulsahousing.org. Or submit a resume, cover letter and salary requirements to hr@tulsahousing.org or fax to 918-581-5721.

Applications and resumes may also be mailed to:

Tulsa Housing Authority
Attn: Human Resources
415 East Independence
Tulsa, OK 74106

EOE

We perform criminal background checks and drug testing.

Closing Date: Open Until Filled