



HOUSING AUTHORITY OF THE CITY OF TULSA

CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED BY: OPEN

Groundskeeper

\$10.58/Hour

DEPARTMENT: Affordable Housing

REPORTS TO: Maintenance Supervisor

POSITION SUMMARY:

Perform a variety of unskilled and semi-skilled manual labor and tasks of routine difficulty on buildings owned and/or operated by THA, and the grounds. Picks up trash and performs general cleanup of the common areas. Perform a variety of other duties such as moving furniture, appliances, loading and unloading materials and supplies, removing trash, garbage and debris. Perform cleaning duties such as unit preparation, clean and wax floors and other custodial duties. Assist in make ready of housing units. This includes boarding the units, cleaning the inside and outside of units and assisting higher classified employees in the performance of their duties as required. Prepare surfaces for painting and repair by cleaning or scraping. Perform general duties such as checking oil and tire pressure and like tasks on vehicles and equipment. 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, planting shrubs, ornamental plants and trees, watering landscape areas, weeding, and setting up site protection equipment while work is being completed. Assist in repairing and maintaining walkways, retaining walls, fences, mix concrete, removal of snow and ice and perform other related duties as required by supervisor. Perform tasks with the use of basic hand tools such as a shovel, hoe, weed eater, lawnmower, furniture dolly, hammer, screwdrivers, and like tools.

MINIMUM REQUIREMENTS:

Less than high school education and up to one year related experience or training; or equivalent combination of education and experience.

ORGANIZATION:

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering Affordable Housing and 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 Affordable Housing department is responsible for the management and maintenance operations of 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:

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulsahousing.org or apply online at www.tulsahousing.org.

Applications and resumes may also be mailed to:

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

An Equal Opportunity Employer

Criminal background checks and drug testing will be administered.

CLOSING DATE: Until Filled