

Economic Security Corporation Job Description

Job Title: Housing Inspector
Division: Housing
Reports To: Assistant Weatherization Director
FLSA Status: Non-Exempt
Revision Date: November 30, 2017
Job Classification: Grade 6

SUMMARY

The Housing Inspector will perform U.S. department of Housing and Urban Development (HUD) Housing Quality Inspections (HQS). The Housing Inspector initiates tenant and landlord contracts and assists in gathering appropriate eligibility documentation; completes homebound briefings and prepares annual recertification's and HQS inspections; completes all follow-up for failed inspections process and prepares and updates rent reasonableness surveys.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Performs housing inspections for all agency programs, as per HUD Housing Quality Standards (HQS), ensuring safe, decent, and sanitary conditions exist for all housing assistance program clients.
2. Collects and verifies program eligibility for homebound tenants or prospective tenants.
3. Make appropriate social service referrals to tenants who ask for assistance.
4. Conducts housing assistance program briefings for all housing programs, including the education of program rules, regulations, and contractual obligations for all housing programs to homebound tenants.
5. Prepares and completes all HQS inspections booklets/ipad fillable form(s).
6. Must take photos of all housing units and failed items.
7. Completes the fielded inspection portion of the HQS booklet/ipad fillable form(s).
8. Maintains housing inspections for new and current housing assistance participants.
9. Coordinates HQS inspections, rent reasonable surveys, homebound briefings, and updates homebound paperwork with housing assistance staff.
10. Must complete Housing Quality Standards (HQS) inspections at a maximum time of 13 Months and have less than 2% error rate.
11. Must maintain quarterly inspections on all agency owned rental property to ensure a safe and habitable home.
12. Must contact contractors or make the necessary repairs to all failed items at all agency owned rental property.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or GED; or equivalent combination of education, training or related experience. Must be willing to take and pass any required testing.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, federal regulations, operating and maintenance instructions, and procedure manuals. Ability to write routing reports and correspondence. Ability to speak and communicate effectively before participants and landlords.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to read and interpret bar graphs.

REASONING ABILITY

The ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving several concrete variables in standardized situations is also necessary.

CERTIFICATES, LICENSES, AND REGULATIONS

Must possess a valid driver's license, have reliable transportation, and met Missouri automobile liability minimum requirements. Must also pass background screenings done by the agency. Must be willing to pass any testing / training required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, climb, or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by the job include close vision, color vision, and ability to adjust focus. The employee must be able to drive long distances every day. Must be able to climb a ladder to a distance of 10 feet to inspect roofs, venting, ect.

COMPUTER SKILLS

Proven experience of Microsoft software, including Microsoft Word and Excel. Must have abilities to read maps and knowledge of a four county area that includes Barton, Jasper, Newton, and McDonald counties. Must be able to use a digital camera and download pictures. Must be able to use a laptop computer/ipad for the mobile inspections. Ability to type accurately, use a calculator accurately and effectively.

WORK ENVIRONMENT

The work environment characteristics describe here are representative of those an employee encounters while performing the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate.

Employee Signature

Date

Employee Name