

ASHEVILLE HOUSING AUTHORITY JOB DESCRIPTION

JOB TITLE: HOUSING QUALITY STANDARDS (HQS) INSPECTOR

GENERAL STATEMENT OF JOB

Under general supervision of the Director of Housing Choice Voucher Program, the HQS Inspector inspects units timely as required within the operation of the Housing Choice Voucher Program under the jurisdiction of the Asheville Housing Agency. Must be able to read, interpret, communicate, implement, and enforce rules and regulations of the HCV program as they relate to inspections. Work assignments are performed in accordance with established procedures with unusual situations being referred to others for guidance. Reports to the Director of Housing Choice Voucher Program. (This is a non-exempt position under FLSA).

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Serving as field inspector to make inspections, at least annually, for all housing units in the program, contacting landlord to make necessary repairs within a specific length of time and making re-inspection of the units to assure compliance with HCVP rules and regulations.
- Conducting initial, and re-inspections of housing for code violations and conferring with individual property owners/managers and contractors relevant to correcting violations and effecting required repairs.
- Making determination, negotiating, and determining rent reasonableness in compliance with HUD policies and agency procedures.
- Conducting Lead-Based Paint Requirement (e.g., to make visual assessment for deteriorated paint surfaces at annual and initial inspections; assuring clearance examinations are conducted when required; meeting requirements for children under age six.
- Determining utility types within the unit and indicating on the HUD-52667 showing who pays (owner or tenant) for said utilities.
- Conducting final housing inspection to determine compliance with the housing code, and certifying housing for occupancy when all requirements have been met.
- Investigating complaints (i.e., abandoned homes, conditions that are alleged to constitute a menace to health or welfare by the unlawful accumulation of debris, rubbish, trash or a dense growth of trees, vines and underbrush,
- evidence of rodents, etc.) on assisted property and unassisted property near the assisted property that could result in a health and safety issue.
- Recommend abatement for failure to correct violations within a reasonable time period.
- Investigating program fraud, and reporting suspected fraudulent activity to immediate supervisor.
- Completing and passing HQS training and update coursework as required by AHA.

MINIMUM TRAINING AND EXPERIENCE

- High school diploma along with experience in the building trades, or a combination of education and experience required to satisfactorily perform the duties associated with this position
- Two and one-half years experience in building construction or remodeling preferred.

HQS INSPECTOR

- Knowledge of regulations and guidelines of HUD programs. Knowledge of building construction materials, methods and practices, and some knowledge of housing codes.
- Must be able to use a tablet to perform inspections.
- General knowledge of municipal ordinances governing health, sanitation and related codes.
- Maintain/update general knowledge of Federal, State and local laws pertaining to the management of rental housing.
- Ability to inspect structures in a thorough and efficient manner, and enforce ordinances and regulations with firmness, tact and impartiality.
- Ability to establish and maintain effective working relationships with co-workers, agency representatives, tenants and the public.
- Valid North Carolina Driver's License along with personal vehicle insurance.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office machinery and equipment including typewriters, computers, calculators, shredders, copiers, etc. Must be able to move objects of up to 20 pounds occasionally, and/or up to 10 pounds frequently, and/or a negligible amount constantly. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Interpersonal Communication: Requires the ability to communicate to people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, ledgers, requisitions, invoices, checks, financial statements, manuals, etc. Requires the ability to prepare correspondence, reports, forms, journals, financial statements, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate to people with poise, voice control and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in computer and accounting terminology.

Numerical Aptitude: Requires the ability to add and subtract; multiply and divide; calculate decimals and percentages, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination: Does require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone.