



SECTION 8 HOUSING INSPECTOR

Job Classification:	Housing Choice Voucher (HCV) Inspector	Incumbent Name:	
Date:		Reports to:	Executive Director
Supervisory Responsibilities:	No	FLSA Status:	Non-Exempt
Work Type:	In Person	Work Capacity:	Full-Time

Job Description Summary:

The Inspector provides inspections for the HCV Program using Housing Quality Standards.

Essential Functions:

- Schedules and conducts all inspections according to regulations and internal procedures.
- Investigates and resolves Housing Quality Standards complaints from landlords and clients.
- Prepares market information, updates rent comparable database, and performs rent reasonableness and compliance on rent increase requests and lease-ups.
- Approves and denies rent increases; communicates to landlords and clients.
- Responds to client and landlord email and phone calls.
- Updates landlord contact information for HCV and conducts landlord outreach.
- Compiles month end inspection summaries.
- Creates monthly newsletter to landlords.
- Compiles owner change paperwork, as needed.
- Communicates program information to clients and landlords.
- Updates target housing logs.
- Performs other duties as assigned by the Executive Director.

Experience and Education:

- High school Diploma, general education degree (GED) or High School Equivalency Test (HiSET).
- Basic level use of personal computer and mobile devices.
- Analytical and problem-solving skills.
- Communication skills
- Minimum three (3) years property maintenance experience.
- Technical skills related to building systems – plumbing, electrical and HVAC are strongly encouraged.
- Familiarity with rental inspection procedures.
- Knowledge of state & local building codes is a plus, but not required.
- A valid driver's license and proof of vehicle insurance.

Core Competencies and Skills:

- Planning and Organization
- Ability to multi-task
- Quality of Work
- Good Communication Skills (Written and Verbal)
- Dependability
- Professionalism and ability to deescalate during conflicts with tenants
- Work Independently
- Problem Solving

Physical Factors:

- Sedentary – Exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time but may involve walking or standing for brief periods of time.

Working Requirements:

- Uniform – CIRHA provided work wear, presentable denim jeans, comfortable shoes.

Travel Requirements:

- This position requires travel throughout the work day in an agency provided vehicle.