

HOUSING AUTHORITY OF SOUTH BEND

Job Description

Job Title: Section 8 Housing Inspector
Department: Section 8
Reports To: Director of Section 8
FLSA Status: Non-Exempt
Work Schedule: Works a nine hour shift as assigned by supervisor
O.T. Required: Occasionally works evenings and weekends
Prepared By: Human Resources Manager
Prepared Date: April 26, 1999 -- Revised November 2, 2000 – Revised October 2, 2006
Approved By: Executive Director
Approved Date: October 2, 2006

GENERAL PURPOSE

Physically inspects conventional and Section 8 single and multi-family housing units and structures to enforce conformance to building codes and established property standards by performing the following duties.

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

Performs all duties in accordance with the department's and position's performance standards.

Conducts inspections (initial, annual, special, rent reasonableness) of all public housing and Section 8 assisted units to ensure properties are being maintained in compliance with local building codes and established housing quality standards (HQS). Accomplish his/her share of the scheduled inspections to ensure 100% of units are inspected annually, with no more than 5% being overdue.

Obtains evidence and documents violations on failed HQS inspections. Ensures landlords are notified immediately of failed inspections and of the need for 24 hour corrections for emergency health and safety violations and 30 day corrections for routine violations with no exceptions.

Prepares schedule of inspections and drafts correspondence to clients, residents and owners regarding such schedule with no exceptions.

Maintains record of inspected units and correspondence. Prepares reports for use by Section 8.

Corresponds with residents, clients, and owners regarding housing quality, failed inspections, and time limits on repairs with no exceptions.

Issues notices for corrections to persons responsible for 24-hour conformance.

Conducts housekeeping inspections to determine whether violations exist and makes recommendations/reports to manager with no exceptions.

Interprets housing quality standards and recommends compliance procedures to owners with no exceptions.

Prepare accurate and timely monthly report on all inspections conducted (24-hour, special, annual) with no more than one (1) exception per year.

Be diligent in adhering to the scheduled appointment to which HASB committed on the inspection notice.

Promotes and ensures customer/resident satisfaction with their housing and in their interactions with HASB staff, measured in terms of receiving no more than one (1) complaint per quarter.

LEVEL OF CONTACTS

Daily personal contact with Section 8 Director and staff. Frequent personal, telephone and written contact with residents, clients, and property owners.

REGULATIONS, POLICIES AND PROCEDURES

HASB Policies and Procedures

Housing Manual for Section 8 Program

Local Housing Codes

SUPERVISORY RESPONSIBILITIES

none

DECISIONS MADE INDEPENDENTLY

Appointments for inspections

Pass or fail of housing inspections

DECISIONS REFERRED TO SUPERVISOR

Recommendation of removal of property from program

Issues unable to handle independently

All matters relating to the news media

Inquiries from mayor, Congress, HUD

Decisions that could set an unfavorable precedent for the agency

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. Must become certified under HQS Standards within one (1) year of employment.

EDUCATION and/or EXPERIENCE

Three years experience in housing construction, building maintenance, housing or code enforcement inspections, housing rehabilitation and/or real estate. Must possess basic knowledge of building construction, heating, electrical, and plumbing systems. One year of college or attendance at a technical school; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business and professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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 draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid driver's license and must be insurable under HASB's automobile insurance.

OTHER SKILLS AND QUALIFICATIONS

Must possess good verbal and written communication skills and have the ability to work independently with

little supervision. Must exhibit good judgment, maintain confidentiality, be diplomatic and be able to relate to persons of all ethnic and economic backgrounds. Must be able to work with limited supervision, and be able to work flexible hours including evenings and weekends, when required. Must be sufficiently skilled with Microsoft Office software so as to be able to prepare required reporting. Must have a working telephone.

MACHINES, TOOLS USED

Computer input/output device

Calculator

Automobile

Fax machine

Photocopier

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 walk and talk or hear. The employee frequently is required to stand; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate.