

SECTION 8 INSPECTOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible technical and administrative support work in the inspection of subsidized housing units in accordance with Federal Housing Quality Standards applicable to H.U.D. funding (under the Section 8 Program). Work focuses on the physical inspection of housing units to determine if they meet applicable housing occupancy and safety standards and related follow through, researching market rates for rent and determining whether participating housing providers are charging appropriate rent levels, and related administrative tasks. This work is performed under the general supervision of the Housing Assistance Program Supervisor.

Examples of Duties and Responsibilities:

Inspect housing units in accordance with applicable Housing Quality Standards. Establish that housing units are free from apparent hazardous conditions and provide appropriate living accommodations (e.g., kitchen and bathroom facilities). Re-inspect units with deficiencies to establish compliance. If units fail to meet compliance, determine whether to allow more time, abate rent assistance, or cancel the contract with the landlord.

Perform annual inspections for all units currently encompassed within the Section 8 Program. Perform interim inspections, including damage inspections, complaints, etc. Operate a motor vehicle to reach diverse inspection locations within the City.

Maintain database of comparable residential rents charged throughout the City and surrounding area. Determine whether a landlord is charging reasonable rent based on market comparables. Authorize or reject proposed rent levels and changes to rent.

Perform administrative detail consistent with program objectives and requirements. Schedule inspections with landlords and tenants. Document inspection findings as applicable. Notify landlords and tenants of findings (in writing). Schedule annual re-inspections to provide for contract continuity. Maintain inspection records and relevant documentation. Perform related surveys. Maintain related communications with landlords, tenants and the community.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of basic property maintenance and construction principles, practices and terminology. Knowledge of applicable codes, standards, and ordinances. Knowledge of standard recordkeeping procedures. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to learn and interpret applicable housing standards. Ability to physically identify non-compliance factors. Ability to research market values for rent levels, including by conducting internet research and by reviewing newspapers and other relevant publications. Ability to create and maintain a database of information relating to rents. Ability to develop and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to work with multicultural populations. Ability to write effectively, including letters which clearly explain federal

regulations and other policies and procedures Ability to organize, record and present inspection data. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Two years of related property maintenance and/or inspection-type experience which involved some recordkeeping responsibility, including responsibility for drafting letters. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid driver's license.

Employees will be expected to pass necessary H.U.D. inspection certifications within six months of hire or will not pass probation, absent extenuating circumstances.

Physical requirements:

Incumbents must be able to physically inspect units located on different floors, with or without an elevator accessible. In addition, incumbents will be expected to perform inspections in all types of weather, including adverse weather conditions.

Department/Division	Comp. Group	Range
Housing	16	13

Approved:

Gregg McManners

Human Resources Director

Date