
POSITION TITLE: **HQS INSPECTOR**

August 2019

REPORTS TO: Section 8 Program Manager

SUPERVISES: None

STATUS: Non-Exempt

SUMMARY:

Under the direct supervision of the Section 8 Program Manager, the HQS (Housing Quality Standards) Inspector is responsible for conducting a variety of housing inspection activities for appropriate RRCA programs. The HQS Inspector shall develop and maintain a positive working relationship with property owners/managers, tenants/program participants, peers, and management. Performs a variety of administrative duties as required.

GENERAL RESPONSIBILITIES:

- ❖ Conducts HQS inspections and determines compliance of rental assistance units with HUD minimum property standards for program participants and per contract provisions as scheduled.
- ❖ Advises owners/managers and tenant/program participants on ways to correct deficiencies in meeting HQS and confirms compliance dates.
- ❖ Evaluates corrections of any HQS deficiencies, certifies units and confirms lease effective dates.
- ❖ Discusses rent levels for units assigned and meeting program standards, using rent reasonableness data, Fair Market Rents (as applicable), and Annual Adjustment Factors.
- ❖ Enters inspection and necessary data into the TenMast data base system. Provides data entry into Housing program database system; coordinates data entry of client information by collecting, organizing and monitoring the information from staff.
- ❖ Coordinates with other Eligibility Specialist(s) in maintaining the leasing schedule to keep the annual reviews current and coordinates in issuing warning, termination, and abatement notices.
- ❖ Prepares rent comparability, market information, rent reasonableness, and utility allowance calculations.
- ❖ Schedules re-inspections as needed. Performs secretarial and clerical duties necessary to insure the effective administration of assigned programs. Prepares necessary, forms, reports and correspondence. Assists with special projects and data collection.
- ❖ Provides program-related resources and information to the public in person and by telephone. Assists other staff with assignments as necessary and performs other related duties as required or assigned.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of housing inspection techniques, procedures, and practices.
- Knowledge of HUD Housing Quality Standards, Section 8, and other rental assistance programs.
- Knowledge of Fair Housing and Washington State Landlord-Tenant Act Laws.
- Knowledge of the geographic area served to support efficient inspection travel patterns.
- Ability to diagnose, analyze, interpret and apply regulations to housing conditions, and to utilize good judgment independently during inspections.
- Ability to communicate solutions of housing maintenance problems to property owners and tenant/program participants.
- Ability to analyze and apply housing data and to accurately apply rent formulas.
- Ability to establish and maintain effective relationships with fellow employees, tenants/clients, and owners while under pressure and remain calm and flexible.
- Ability to organize and expedite workload, including initiating work projects and working independently.
- Moderate computer literacy, including email and calendar use.
- Ability to respect privacy and confidentiality of client files and information.
- Ability to practice safe driving skills in all weather conditions.

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or GED; with at least two years experience and/or education in the construction trades, industrial arts, housing inspection, or other housing-related activities.

or

Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

REQUIRED Certification AND LICENSES:

- Valid Washington State driver's license.
- Acceptable completion of a criminal history background check.
- Housing Quality Standards certification within 12 months of hire.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone, and keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.

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- Physical demands include regular pushing, pulling, sitting, climbing, twisting, kneeling, crouching, crawling, feeling and use of smell.
- Frequent physical demands include lifting to 10 pounds, carrying, standing, walking, balancing, stooping, reaching, handling, talking, hearing and bending. Occasional physical demands include lifting to 25 pounds.
- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required.

The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Working conditions include being indoor and outdoor, frequent exposure to weather, working with others and working alone.
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

❖ *Denotes Essential Functions*