

# WACO HOUSING AUTHORITY & AFFILIATES

## POSITION DESCRIPTION

**TITLE: Section 8 Housing Inspector**

**NON-EXEMPT**

**SUPERVISOR: Director of Section 8**

### **Duties and Responsibilities**

Responsible for conducting all required inspections of housing units in the Authority's Section 8 Housing Choice Voucher program to ensure compliance with HUD's Housing Quality Standards (HQS). Performs all work pertaining to inspections of units, and related administrative tasks. Specific duties include the following:

Performs, documents and records initial, annual, special or re-inspections of units for compliance with HQS. Advises owners and residents, in person and/or virtually, of results to correct noted deficiencies to maintain units properly.

Notifies tenant and landlord in writing if unit is in violation of HQS so deficiencies can be corrected within specified time.

Conducts and evaluates rent reasonable comparability analysis and recommend amount of initial contract rent and rent adjustments based on comparable unassisted housing.

Approves/disapproves amount of rent requested by owner based on unassisted units thru rent reasonable determination.

Performs, documents and follows up on tenant complaints regarding damage claim and special inspections. Advises parties of results and ensures actions are taken to comply with HQS within time frame given.

Schedule appointments, via mail and/or secure sign, and mails notices to tenants and landlord regarding on upcoming inspections.

Recommends abatement, for a unit in a fail status if noted deficiencies are not corrected within specified time frame.

Conducts periodic training sessions for tenants and for owners. Inform landlords/managers or owners of program regulations at annual landlord meetings.

Informs counselors and or Director of Section 8 of situations and or conditions of residents' compliance with housing assistance contract and Authority policies.

Performs clerical duties such as typing cover letters, operating copying machine, addressing envelopes and mailing information to tenants, and maintaining inspection reports for all type inspections, notifying the counselor of the status.

Logs mileage and inspection locations for assigned vehicle, fill vehicle with gas and cleans vehicle.

Assist counselor in obtaining signatures on leases and contracts.

Performs other duties as assigned.

## **QUALIFICATIONS AND KNOWLEDGE**

High school graduate or GED. Two years experience in residential and multi-family building maintenance, or an equivalent combination of experience and education.

Comprehensive knowledge of HUD HQS and inspection procedures, and Authority leased housing operating policies and procedures.

Good knowledge of basic arithmetic, business English and general office practices and procedures.

Some knowledge of principles, practices and techniques of Section 8 Housing Choice Voucher management, and basic bookkeeping practices.

Completion of HUD Housing Quality Standard Training and receive certification: as soon as a class is available.

Skill in using inspection test equipment or instruments.

Ability to establish and maintain effective working relationships with leased housing tenants and landlords, and with other employees and business contacts.

Bondability.

Valid Texas driver's license.

Eligibility for coverage under PHA fleet auto insurance.

## **SUPERVISION**

The employees in this job classification receive assignments and instructions from the Director of Section 8. Work to be done is usually determined by existing procedures or may be specified by the supervisor. The employee performs routine tasks with minimal or no supervision. Situations not covered by instructions or procedures are usually referred to the supervisor for resolution. The employee's work is reviewed regularly for thoroughness, accuracy, and compliance with inspection requirements.

The employee has no supervisory responsibilities.

## **GUIDELINES**

The employee performs routine duties by following housing inspection manuals and inspection checklists and leased housing manuals. These guidelines cover most job-related decisions. The employee consults the supervisor if guidelines do not cover a specific situation. Independent judgment is occasionally required.

## **COMPLEXITY**

Work performed by the employee is repetitive and mostly routine in nature. Work to be performed is easily determined, but above average technical and communication skills are required to accomplish tasks. The employee routinely plans, coordinates and performs the work. The employee must be sensitive and objective in dealing with owner/tenant interactions and resolving problems.

## **SCOPE AND EFFECT**

The employee's work affects a significant portion of the units in the Authority's housing programs and the residents and owners. Thorough, effective and accurate

inspections ensure that residents are provided housing that is decent, safe and sanitary, and that owners are adequately compensated.

## **PERSONAL CONTACTS**

The employee's contacts are primarily with housing owners and residents. Such contacts require the ability to establish and maintain good working relationships on a long-term basis. The purpose of such contacts is to provide information, guidance and assistance, in maintaining dwellings that are decent, safe and sanitary.

## **PHYSICAL DEMANDS**

Work is performed both in-office and on-site, and involves physical exertion during the inspection of units and sites, including climbing stairs and ladders, and examining plumbing, electrical, heating and air conditioning systems, facilities and equipment.

## **WORK ENVIRONMENT**

Work involves the normal risks or discomforts associated with an office environment and visits to outdoor developments, sites, dwellings or facilities, confrontations with tenants and negotiations with housing owners, managers and agents. Travel is required to sites and may involve adverse weather and road conditions.