

Quechan Housing Authority

POSITION DESCRIPTION

TITLE: **Housing Inspector**

REPORTS TO: Executive Director

JOB SUMMARY

Under the supervision of the Executive Director, the Housing Inspector will work with departments to oversee physical unit management. Will conduct inspections of all rental units, homeownership units, conveyed/private units, and new/rehab construction to meet the standards of Quechan Housing Authority's mission statement.

ESSENTIAL FUNCTIONS

1. Achieve the goals and mission of the Quechan Housing Authority.
2. Follow verbal and written instructions.
3. Must be responsible, dependable and professional.
4. Abilities to complete multiple projects in a timely manner.
5. Conduct on-site inspections and spot checks of the work in progress.
6. Keep a daily log book, recording the hours of inspections, daily activities.
7. Report observations of any deficiencies in the homes or building to the appropriate departments in writing.
8. Perform interim and final inspections.
9. Perform warranty inspections as needed.
10. Conduct annual inspections for managed homeownership and Rental Programs.
11. Safeguards the confidentiality of the QHA records, which includes documents and general information.
12. Must be able to work outside the normal hours, early morning inspections and late evening as needed.
13. Makes written recommendations on inspection forms, as to what the priority repairs are needed for each unit.
14. Must be able to work independently.
15. Attends training, staff meetings and meetings with the residents and departments as required.
16. Safeguard the confidentiality of company records, documents, general information and maintain the highest level of confidentiality on all matters pertaining to QHA.
17. Must be able to deal courteously, effectively and efficiently with a variety of professional staff, maintain effective working relationships with people of varied socioeconomic, educational and cultural backgrounds and interact with general public.
18. Must be available in emergency situations.
19. Performs any duties as assigned by the Executive Director.

EDUCATION, EXPERIENCE, LICENSES

Education and Experience

1. High school diploma or general education degree (GED). vocational training preferred, and four years related experience or training, or equivalent combination of education and experience.
2. Basic knowledge of NAHASDA and HUD Federal Regulations.
3. Certified in UBC and CABO codes.
Knowledge of current IRC Building Codes, IBC Building Codes, NEC codes, and codes, and California Green Building Codes.
Must be able to read survey and construction blueprints.
4. Knowledge and ability to operate office equipment, familiar with office computer software (Microsoft Word, Outlook, and other Microsoft Office Programs), office practice and procedures. Must be proficient.
5. Typing skills of at least 45 words per minute (wpm).
6. Must possess good organizational skills.
7. Strategic Planning process must have proven abilities to complete multiple projects in a timely manner.

Licenses

- Possession of a valid driver's license and be insurable with Quechan Housing Authority.
- Must pass a pre-employment alcohol/drug test and submit to a background investigation.
- Must not have any recent felony convictions (this will also include any misdemeanors related to domestic violence, drugs, alcohol, violent crime, larceny or sex offenses) and have no pending court actions of any type against him/her.

PHYSICAL REQUIREMENTS AND DEMANDS

While performing the duties of this job, the employee will regularly be required to sit, stand, walk, climb, stoop, kneel, crouch, balance, and lift up to twenty-five (25) pounds. The Employee must be in good physical and emotional condition adequate to meet the demands of assigned duties; and have the ability to work in local climatic conditions (Excessive heat).

I have received a copy of the above position description for **Housing Inspector**. I have read the statement listed above and understand it. I am able to perform all duties and responsibilities listed above and or any other duties as required by my supervisor.

Employee Signature: _____

Date: _____