



**Opening doors. Changing lives.**

**Position Title:** Housing Inspector

**Department:** Inspection Department

**Supervisor:** Inspection Supervisor

**Salary Range:** \$30,000 - \$40,000

**General Purpose:**

The Housing Inspector inspects dwelling units leased or proposed for leasing under the housing voucher program to determine whether the unit complies with HUD's Housing Quality Standards (HQS). The Inspector categorizes housing conditions that violate HQS as either life threatening or routine and communicates specifications for required repairs to property owners. The Housing Inspector must possess reliable transportation that is available every day to travel throughout the southern Massachusetts region where Housing Solutions operates.

**Essential Functions:**

- Conducts initial, annual and special inspections of dwelling units as scheduled by HS, reviewing interior unit conditions as well as conditions of building systems, building exterior, common areas and neighborhood. Records findings accurately on the appropriate form and delivers completed reports to the office the following morning to permit inspection clerks to record inspection results in agency software and mail the request for repair to property owners.
- Clarifies specifications of required repairs for property owners. Communicates clearly orally and in writing with property owners and program participants.
- Reinspects properties to confirm that properties have completed required repairs within the allotted time.
- Makes appropriate judgments to approve or deny extension of time for completion of repair and provides complete and accurate documentation of the reasons for the extension decision.
- Records findings when a property owner has failed to complete repairs within the allotted time and submits report requiring HS to suspend payments to the owner until HQS violations have been removed.
- Identifies violations of HQS caused by the assisted tenant, records and reports information required to document the condition.
- Makes judgments as to the quality of each unit inspected, assigning each a rating. Reports appropriately those units rated as marginal or unacceptable.
- Uses digital camera to record findings as required.
- Provides professional customer service to property owners and program participants. Responds promptly to phone calls, emails, faxes and letters.
- Reports instances of suspected program abuse or fraud and child neglect or abuse as observed when on duty.

**Interaction:**

The Housing Inspector has significant daily interaction with owners of residential properties and with low-income families subsidized through the housing voucher program.

**Qualifications:**

- Candidate must have high school diploma and either a grade point average or a work history with good references to document ability to produce accurate work in adequate quantity on a timely basis.
- Candidate must have adequate knowledge of residential structures to easily understand and retain the requirements of HUD's Housing Quality Standards.
- A Housing Inspector must have a driver's license and a reliable vehicle that is available every day for travel to assisted units.
- The Inspector must acquire a thorough knowledge and understanding within three months of hiring of HUD Housing Quality Standards.
- Obtain Nan McKay HQS certification or equivalent within six months of employment.

**Performance Standards:**

- All assigned inspections are completed on time based on established procedures.
- Each inspection conducted correctly identifies all HQS violations as documented by quality control or audit inspections.
- Inspection reports are filled in accurately and completely.

To apply for this position, please send your resume and cover letter to:

[jnickerson@housingsolutionssema.org](mailto:jnickerson@housingsolutionssema.org)