

# **Alachua County Housing Authority**

## **Job Description**

<b>Position:</b>	<b>Housing Choice Voucher Inspector</b>
<b>Reports to:</b>	Director of Voucher Programs
<b>Classification:</b>	Full-Time Fair Labor Standards Act (FLSA) Non-Exempt
<b>Salary Range:</b>	\$33,000 to \$38,000

### **General Statement of Duties**

The goal of the Housing Choice Voucher (HCV) program is to provide “decent, safe, and sanitary” housing to families. To accomplish this program regulation, the HCV Inspector is responsible for ensuring that units meet all Housing Quality Standards (HQS) and codes enforcement regulations before assistance can be paid on behalf of family. The HCV Inspector will establish and maintain a positive working relationship with tenants, co-workers, the general public, and representatives of community service agencies.

### **Qualifications**

- Must have a minimum of a high school diploma or GED equivalent.
- Strong written, verbal, analytical, technical and interpersonal skills, integrity and ethics.
- Must possess or acquire a HQS certification from a Department of Housing and Urban Development (HUD) approved organization, within one year and possess a thorough knowledge of housing rules and regulations.
- Valid Florida driver’s license and a good driving record (must maintain a good driving record and be insurable under Authority auto insurance as a condition of employment).

### **Knowledge, Skills, and Abilities**

- Knowledge of HQS, Fair Housing, Section 504 laws and reasonable accommodation requirements.
- Knowledge of HUD rules and regulations for HQS Inspections.
- Knowledge of residential housing construction, materials and installations and their relative suitability in terms of safe, decent, and sanitary living.
- Knowledge of computerized information systems and computer savvy as the inspections are performed using mobile iPads.
- Ability to maintain strict confidentiality of all applicants and tenant records.
- Ability to communicate effectively, both orally and in writing.
- Ability to organize, prioritizes, and plan work effectively to meet deadlines.

- Ability to read, interpret, and implement technical regulations from federal and state housing agencies.
- Ability to use office equipment such a calculator, copier, telephone, and fax machine.
- Ability to organize, prioritize and problem-solve work to meet deadlines.
- Ability to write reports, complete forms, compose letters and effectively communicate both verbally and in writing.
- Ability to communicate and relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships with co-workers, residents and persons outside the Authority.
- Ability to pass a workplace drug screening, criminal background screening, and license check.

## **Responsibilities**

- Conducts HQS Inspections at least biannually to ensure that potential and current units meet the minimum HQS standards, performance, and acceptability criteria as established by HUD.
- Manages and schedules HQS inspection appointments for landlords and clients
- Conducts three (3) types of HQS inspections:
  - 1) *Initial inspections*: for each proposed unit requested for tenancy under the HCV program.
  - 2) *Biannual inspections*: each assisted unit must be inspected biannually, within 24 months of the previous inspection to determine if the unit meets HQS and SEMAP requirements as specified by HUD.
  - 3) *Special inspections*: to investigate complaints about HQS matters that is initiated by tenants, owners, and/or public.
- Determines the nature and extent of necessary repairs, replacements, and improvements to make the property acceptable, or to continue on the program.
- Manages Lead Based Paint compliance and monitoring: conducts a visual assessment for deteriorated paint surfaces during initial and annual inspections of pre-1978 units that are occupied or will be occupied by families with children less than 6 years of age.
- Conducts follow-up re-inspection for units that fail or are inconclusive to confirm the correction of the HQS infractions.
- Correctly enters, updates, and monitors each inspection in the housing reporting software and/or mobile iPads.
- Prints inspection reports for each unit that is inspected and assigns rating of pass, fail, or inconclusive to be included in tenant file.
- Determines the rent reasonableness for each inspected dwelling unit by comparing it to similar unassisted units on the current market.
- Completes and sends out a list of HQS infractions for units that do not pass inspection to both the landlord and client.
- Maintains and updates the collection of data for the rent reasonable database.
- Responds to participants, landlords, or other interested parties regarding inspections in a professional and courteous manner.

- Maintains all gas receipts for assigned agency vehicle and submit to the Director of Voucher Programs.
- Works cooperatively with other members of the Authority, adjusting workload as necessary when requested by the Director of Voucher Programs or Executive Director.
- Conduct daily activities in accordance with the policies and rules of the Authority, as well as Federal, State, and local agency laws, ordinances and regulations pertaining to housing authority activities.

**NOTE:** This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of the position.

### **Supervising Personnel**

There are no supervision responsibilities to other ACHA staff.