



HQS Inspector Job Description

SUPERVISION RECEIVED:

The HQS Inspector shall work under the direct supervision of the HCVP Manager and the indirect supervision of the Chief Operations Officer (COO).

SUPERVISION EXERCISED:

None.

POSITION CLASSIFICATION:

Non-Exempt.

POSITION SUMMARY:

The HQS Inspector is responsible for conducting HUD's Housing Quality Standards (HQS) physical inspections of rental properties located in the GHA jurisdiction areas prior to approval of any lease and biannually to assure that the owner is meeting his/ her obligations to maintain the unit in a safe, decent, and sanitary condition.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. A given incumbent may perform any/all of the following duties.

POSITION RESPONSIBILITIES:

1. Inspects units for compliance with and according to HUD' s Housing Quality Standards (HQS) prior to approval of any lease and biannually to assure that the Owner is meeting his/her obligations to maintain the unit in a decent, safe, and sanitary condition. All inspections shall be recorded and made a part of participant's inspection file.
2. Shall assess damages, determine who is responsible for corrections, and establish deadlines for completion of work.



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3. Assures all inspections are scheduled and performed within 720 days from last inspection date.
4. Input results and file inspection documents in a timely manner.
5. Testify and present evidence in administrative hearings and court proceedings.
6. Schedule appointments, mail letters, notify Owner/Landlord and Participants as to any deficiencies, and follow-up to assure deficiencies are corrected. This may require a re-inspection.
7. Promptly notifies the HCVP Manager, Owner/Landlord and Participant of any emergency items requiring a 24 hour turnaround re-inspection and non-emergency items to be corrected within 30 days. A follow-up in writing is required and notes placed on system regarding the outcome of failed inspections.
8. Promptly notifies the Housing Coordinator and HCVP Manager, in writing, when rental units go in abatement or if the family fails to comply with damages caused by them. This may require a letter of termination from the coordinator.
9. Acts as a liaison between the Owner/Landlord and Participant. Shall promptly notify the HCVP Manager, Landlord and/or Participant if any problem does exist which may hamper the leasing or re-leasing of a unit which does not meet minimum HQS or local codes.
10. Determines rent reasonableness through www.gosection8.com, private rental market, and retrieves backup documentation.
11. As requested by the HCVP Manager shall investigate any problems between the private rental Landlord and Participant. Establishes rapport with same to work towards a solution to the problem.
12. Counsels both Landlord and Participant as to duties and obligations under the Lease Agreement, Voucher, and Housing Assistance Payments Contract.
13. Shall maintain all reporting forms required in an efficient manner.
14. Shall perform any other duties as assigned by Management.

KNOWLEDGE, SKILLS & ABILITIES:

- Must have knowledge of all Alachua County's geographical boundaries and other jurisdictional areas of the program.
- Must have knowledge of real estate rental market and keep abreast of real estate values.
- Must have ability to operate a personal computer and access information from databases.
- Must have the ability to use an iPad to complete all HQS inspections.
- Strong ability to communicate effectively both orally and in writing.

REQUIRED EDUCATION AND EXPERIENCE:

- Experience within housing industry, rental market, property management, HUD/Assisted Housing Program, or training in the field of construction or inspection.



- Education should be that of a college graduate. A.A. or B.A. degree in Business or Public Administration. May be waived if experience and other requirements are deemed to have been satisfactorily met.
- This position is a safety sensitive position and as such requires pre-employment drug screening and police background check.
- A clean valid Florida Driver's license is required and must be maintained throughout period of employment.
- Documented excellent attendance record.
- Must pass Housing Quality Standards exam within 6 months of acceptance.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **ETHICS** - Treats people with respect; keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values.
- **PROBLEM SOLVING** - Works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **CUSTOMER SERVICE** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service and assistance; meets commitments.
- **INTERPERSONAL SKILLS** - Focuses on solving conflict, not blame; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remain open to others' ideas and tries new things.
- **ORAL COMMUNICATION** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions, demonstrates group presentation skills; participates in meetings.
- **WRITTEN COMMUNICATION** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **TEAMWORK** - Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone's efforts to succeed.
- **ORGANIZATIONAL SUPPORT** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- **JUDGEMENT** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.



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- **PROFESSIONALISM** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **ADAPTABILITY** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
- **ATTENDANCE/PUNCTUALITY** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **DEPENDABILITY** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **INITIATIVE** - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

This description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Employee's Signature

Date

Supervisor's Signature

Date

Salary Range:

Minimum: \$19.23/hour

Maximum: \$22.96/hour

