

Tioga/Bradford County Housing Authority

Housing Choice Voucher Inspector

January 2019 (anticipated start date)

Job Description

MINIMUM REQUIREMENTS:

High School Graduate or successful completion of GED; at least one year of directly related property inspection experience; knowledge of local building codes, construction methods, electrical, plumbing standards; lead paint Identification; This position utilizes human relations skills for working with landlords & tenants, as well as administrative skills for complying with federal requirements and preparing related reports, forms, and documents, including those required by Housing and Urban Development (HUD); must be willing to attend any needed training to keep informed about changes in Housing Quality Standards required by HUD; must pass a drug and background screening; must possess a Pennsylvania Drivers License.

PURPOSE:

This full time position is responsible for all Housing Quality Standard Inspections for the Housing Choice Voucher Program in Bradford and Tioga County.

WORK LOCATION:

This position is based in the Central Office in Mansfield. There will be significant travel throughout Bradford & Tioga County. A weekly travel stipend in addition to starting salary will be provided for the expenses of required travel.

SUPERVISION RECEIVED AND EXERCISED:

This position operates with direction from the Housing Choice Voucher Program Manager. This position does not provide supervision.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to the following:

- Schedules all Housing Quality Standards (HQS) inspections for the Housing Choice Voucher Program in Bradford & Tioga County;
- Performs initial and annual inspections of housing units for the Housing Choice Voucher Program in accordance with federal, state, and local building codes; and U.S. Department of Housing and Urban Development (HUD) Housing Quality Standards requirements, including identification of potential lead hazards;
- Performs re-inspections of previously failed units and follows up on complaints to ensure compliance with building codes and Housing Quality Standards;
- Meet with property owners to outline and explain Housing Quality Standards;
- Clearly and accurately document specific information pertaining to HQS Inspections within the format of the Inspection Report and related documents;
- Research and respond to inquiries regarding HQS and other inspection related matters;
- Communicate openly with Program Manager, Case Managers & Capital Grant Manager on HQS issues;
- Identify Health & Safety deficiencies and have timely communication with Tenants, Landlords & Program Manager in relation to deficiencies;
- Conduct and/or Organize Annual Quality Control Inspections;
- Assist Program Manager with the Annual Landlord Summit;
- Learn Tioga & Bradford County Housing Authority policies;
- Other tasks deemed relevant to this position.