

POSITION SPECIFICATION

POSITION TITLE: Housing Choice Voucher Program Inspector
POSITION CLASSIFICATION: Non-exempt, Monday – Friday, 40 hrs/wk
SALARY RANGE: \$16.00 – \$20.00 per hour

QUALIFICATIONS:

Minimum of a High School Diploma or equivalent, but an advanced degree is preferred. Customer service experience is required. Must possess the ability to establish working relationships and communicate effectively with others. Must demonstrate the ability to work independently and as a team member. A valid New York State driver's license is required.

The Housing Inspector will be required to obtain and maintain Housing Quality Standards Certification. The certification course will be provided through CDP and includes an exam. The inspector will be expected to complete the course and pass the exam within 90 days of hire. If the inspector is unable to pass the exam and obtain certification after completing the course, termination from this position will be necessary.

POSITION SUMMARY:

Under the supervision of the Housing Choice Voucher Program Director perform inspection activities as necessary to assist income-eligible participants to receive rental assistance in order to live in safe, affordable housing in St. Lawrence County. This shall be done in accordance with the objectives and policies of CDP and funding sources. **Not eligible for remote work due to the nature of the position.**

CRITICAL ELEMENTS:

1. Must have the ability to read, understand, and complete documents, files, and forms.
2. Must have the ability to compose and write business letters.
3. Must have the ability to conduct proper physical housing inspections.
4. Must have the ability to learn and utilize specially designed software programs for the Housing Choice Voucher Program.
5. Treat customers with respect and maintain confidentiality.

DUTIES:

- Conduct physical inspections of units in accordance with Housing Quality Standards (HQS) and/or any other standard approved by HUD or HTFC.
- Conduct inspections of new units prior to providing assistance payments and where the unit fails initial inspection, ensure deficient areas are addressed as required.
- Ensure timely annual inspections of all housing units occupied by voucher families.
- Maintain a log of failed inspections and make the log available for review by HTFC.
- Issue correspondence to the landlords and tenants as necessary regarding the status of inspections.
- Conduct re-inspections as necessary to confirm repairs are made for units that fail initial/annual inspections.
- Conduct emergency inspections to respond to complaints within 24 hours.
- Establish a system to schedule inspections, provide appropriate and courteous notifications and reminders to families and landlords, and ensure arriving to appointments on time.
- For multi-family properties, inspect common areas and mechanical systems as required.
- Accurately transfer inspection data to SHCVS or its successor.

- Identify health and safety hazards and point them out to the tenant and landlord as necessary; educate tenants and landlords regarding building safety as appropriate.
- Act as necessary on HTFC’s behalf to meet requirements for Public Housing Authorities in HCV regarding HUD’s Lead Safe Housing Rule pertaining to elevated blood levels. Ensure compliance with requirements for reporting, environmental investigation, and follow-up; educate landlords and tenants on requirements as necessary.
- Ensure smoke and carbon monoxide detectors are present as required.
- Take any other prudent action to protect the health and safety of Section 8 tenants; report serious and immediate hazard situations to the State Rep immediately.
- Assist the HCVP Department with preparation for the annual SEMAP audit.

This job description is not intended to be all-inclusive. The employee will perform other reasonably related business duties as assigned by the Housing Choice Voucher Program Director.

This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

St. Lawrence County CDP, Inc. is an EOE.

Employee’s Signature

Date

Print Name

Revised: February 23, 2023
Board of Directors Approval: March 15, 2023