



## **EMPLOYMENT OPPORTUNITY**

<b>Job Title:</b>	Housing Quality Standards (HQS) Housing Inspector
<b>Location Address:</b>	8910 N. 78 <sup>th</sup> Avenue Peoria, AZ. 85345
<b>Salary:</b>	Up to \$19.55/hour DOE
<b>Conditions of Employment:</b>	This is a full-time, non-exempt, and classified position
<b>Closing Date:</b>	<b>Open Until Filled</b>

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of HQS Housing Inspector. Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

### ***Our Mission***

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

### ***Our Vision***

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong and healthy family.

### **Representative summary of important and essential job functions**

**Summary:** *Under limited supervision, conducts initial move-in, annual occupied, and special inspections on single family residences, town houses and apartments to ensure that properties meet federal and local housing quality standards required for eligibility in the Section 8 Housing Choice Voucher Program. HQS Inspectors make independent judgments in the field in accordance with departmental policy, and must effectively communicate these decisions to others. This position performs the field and office work necessary to ensure compliance with Housing Quality Standards as mandated by the Department of Housing and Urban Development (HUD) as well as other federal, state and local codes for the Housing Choice Voucher rental assistance program.*

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- *Inspects properties for compliance with Housing and Urban Development (HUD) Housing Quality Standards, specifications, safety policies, and all applicable codes and regulations.*
- *Documents and generates reports on all unit deficiencies as well as environmental health and safety issues. Completes the HUD 52580 Form based on the results from the inspection and uploading the complete form in the computer system.*
- *Assesses damages, determines who is responsible for correction and establishes deadlines for completion of work, documents efforts to bring properties into compliance, and conducts follow-up inspections to ensure that work is completed.*
- *The HQS Inspector may be responsible for the scheduling of all inspections, to include but not limited to, setting up the initial inspection with the prospective owner/landlord, communications by mail, telephone, fax or email to the owner/landlord and family regarding inspection schedule and any deficiencies as a results of an inspections or any other notices from the Inspection Department.*

- Assures effective communications of inspection results and any related issues with supervisors, housing specialists, landlords and residents/voucher recipients.
- Explains nature of HAMC programs, procedures and services to clients; maintains absolute confidentiality of work-related issues, client records, and HAMC information.
- Supports the relationship between HAMC and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, landlords, visitors, and HAMC staff.
- Assists the Housing Choice Voucher Program Manager in preparing reports, compiling and analyzing data and help support the Housing Choice Voucher Program.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of HAMC organization, operations, policies and procedures.
- Knowledge of residential and multi-family building codes, National Electric Code, maintenance and health standards, and related state and local regulations.
- Knowledge of the principles and practices of building inspection.
- Knowledge of building construction methods and materials.
- Knowledge of occupational safety and health rules and regulations.
- Knowledge of Housing and Urban Development (HUD) policies and regulations.
- Knowledge of principles of record keeping and records management.
- Knowledge of personal computer hardware and software, including Microsoft Office.
- Skill in applying technical knowledge of building trades work, and using sound inspection methods to determine physical condition of housing units, and detect deviation from codes and HUD standards.
- Skill in detecting and locating faulty materials and workmanship.
- Skill in maintaining accurate inspection records.
- Skill in data entry and report writing.
- Skill in establishing effective working relations with other department staff and clients
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effectively communicating verbal and written instructions.

**Education, Experience, Certifications and Licenses:**

- High School diploma or GED equivalent; basic building trades or building maintenance experience; OR an equivalent combination of education and experience.
- Computer skills and knowledge of Microsoft Office.
- Completion of the HUD Real Estate Assessment Center (REAC), Housing Quality Standards (HQS), Uniform Physical Condition Standards (UPCS), National Association of Housing & Redevelopment Officials (NAHRO) or other inspector certification training program required or ability to obtain within one year of hire.
- A State of Arizona Driver's license is required.

**The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a drug screen and background check for new employees.**

**Work Environment**

- **Environmental Factors:** Work may be performed indoors in unsanitary conditions, and in outdoors environment with prolonged exposure to Arizona heat; required to lift and carry up to 50 pounds, and perform heavy physical work, including climbing, bending, kneeling and lifting in performing maintenance, the noise level in the work environment may be loud.
- **Equipment and Tools:** Standard equipment includes personal computer and office equipment. Specialized equipment includes testing meters and instruments, personal digital assistance, smartphones and digital camera.

**Filing Process**

As part of the job application process your completed [online](#) application must be completed to be considered for the position at [www.maricopahousing.org](http://www.maricopahousing.org). If you need assistance completing your application, please contact Human Resources, [careers@maricopahousing.org](mailto:careers@maricopahousing.org).

**Equal Employment Opportunity**

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer. HAMC Human Resources provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Human Resources at 602-744-4500 if you require assistance.