



About Us:

The Housing Authority of Covington is committed to creating better neighborhoods by innovatively providing diverse housing opportunities for individuals and families in partnership with the greater community. These communities are focused on opportunities for our residents to flourish by achieving self-sufficiency.

We do this by ensuring that our housing and community development staff have the leadership skills, education, information, and tools to serve the community in a rapidly changing environment. Our staff will be challenged to look beyond conventional programs and embrace both new opportunities and new partners.

About The Role:

We seek a Section 8 Housing Inspector to join our diverse team. As a Section 8 Housing Inspector, you will ensure Section 8 rental properties are following Housing and Urban Development's (HUD) Housing Quality Standards. Housing Quality Standards were developed by HUD for use nationwide. The intent of HQS inspections is to establish criteria necessary for decent, safe, and sanitary housing. HQS provides a minimum level of unit acceptability. Section 8 housing is inspected initially before a tenant moves into a unit and yearly thereafter during the client's annual examination.

What You Will Be Doing:

Responsibilities:

- Conducts initial, annual, and complaint inspections to ensure that assisted units meet Housing and Urban Development (HUD) Housing Quality Standards.
- Inspects properties for compliance with applicable local building codes and zoning ordinances.
- Assesses damages, determines who is responsible for correction, and establishes deadlines for completion of work.
- Completes inspection reports and related written documentation.
- Documents efforts to bring properties into compliance and conducts follow-up inspections to ensure that work is completed.
- Reports occupancy, landlord issues, fraud, etc. to the HCV Program Coordinator and/or Service Representatives.
- Assures all inspections are scheduled, performed, and inputted in a timely manner.

- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

In addition to fieldwork, the Inspector is responsible to assist with the following in-office functions:

- Answers the telephone, addresses calls, and answers questions accordingly.
- Assists in administering the HCV waiting list, and processing intake applications.
- Creates and assists with preparing files for orientation.
- Assists with making annual recertification packets.
- Oversees HCV program's outgoing mail for processing.
- Filing paperwork, pulling, and refileing participant files as needed.
- Manages and processes inspection paperwork, and updates inspection logs.
- Sends termination letters when necessary; testifies and presents evidence in administrative hearings and court proceedings.
- Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge, Skills, and Abilities:

Knowledge of:

- Federal Housing Quality Standards.
- Local ordinances and building codes incorporated into the HQS for the Section 8 Program.
- Building trade and construction methods.
- General understanding of the Housing Choice Voucher program.

Ability to:

- Communicate orally with customers, clients, or the public in face-to-face one-to-one settings, using a telephone, or in group settings.
- Comprehend and make inferences from written materials.
- Objectively interpret and consistently apply regulations in accordance with department policies.
- Operate a variety of standard office equipment requiring continuous or repetitive arm-hand movements.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.

- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Enter data or information into a terminal, PC, or other keyboard device.
- Observe or monitor objects to determine compliance with prescribed operating or safety standards.
- Measure distances using a tape measure.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Bend or stoop repeatedly or continually while performing inspections.
- Travel over rough, uneven, or rocky surfaces.
- Make independent decisions to resolve problems or conflicts, and to enforce housing program rules and regulations.
- Work cooperatively with other agency employees, housing applicants and residents, property owners, community workers, and the public.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Positions require the use of personal or agency vehicles on agency business. Individuals must be physically capable of operating vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for agency business will be prohibited if the employee is not authorized to drive an agency vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

What You Will Need:

Education and/or Experience:

High school diploma. One year of experience in building inspections or in a technical trade such as plumbing, electrical, or HVAC, including some public contact work. Other combinations of experience and education that meet the minimum requirements may be substituted. Intermediate computer skills with working knowledge of software applications.

Certificates, Licenses, Registrations:

Valid Driver's License

Language Skills:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Mathematical Skills:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate information verbally, typed, and written. The employee is frequently required to remain in a stationary position and move about inside the office and during home inspections. The employee is required to handle objects and operate tools or controls.

The employee must occasionally move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee will work out in the field and in an office environment.

The noise level in the work environment is usually quiet.

Position Type/ Expected Hours of Work:

This is a full-time, nonexempt position. Days and hours of work are Monday through Friday, 8:00 am–4:30 pm.

Bonus If You Have:

- Section 8 Housing Inspection experience

What We Offer:

Benefits:

- Dental Insurance
- Health Insurance
- Life Insurance
- Vision Insurance
- Paid time off

How to apply:

To be considered for our Section 8 Housing Inspector position, please submit your resume to laura.grant@hacov.org. If we accept your application, we'll be in touch to schedule an interview. We look forward to hearing from you.

For information on the Housing Authority of Covington, visit our website at www.hacov.org

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Housing Authority of Covington is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

If you are made a conditional offer of employment, you will be required to undergo a drug test.

ADA Disclaimer~ In developing this job description care was taken to include all competencies needed to successfully perform in this position. However, for Americans with Disabilities Act (ADA) purposes, the essential functions of the job may or may not have been described for purposes of ADA reasonable accommodation. All reasonable accommodation requests will be reviewed and evaluated on a case-by-case basis.