

HOUSING AUTHORITY CITY OF KENNEWICK (KHA)

JOB DESCRIPTION

TITLE: Section 8 Housing Quality Standard (HQS) Inspector

REPORTS TO: HCV Supervisor/Compliance Director

POSITION SUMMARY: Responsible for scheduling and conducting Housing Quality Standards (HQS) inspections for potential and eligible assisted units while using hand-held devices to determine units for occupancy that meet Housing Authority & HUD HQS standards along with applicable Local, State and Federal procedures, policies, regulations and local building codes; prepare and interpret rent reasonableness comparability analyses to determine appropriate rental rates; prepare written correspondences to tenants and landlord/owners documenting deficient inspection items and issue appropriate solutions for compliance, maintain unit inspection and rent reasonableness physical and computerized files with accuracy and efficiency. Kennewick Housing Authority is an Equal Opportunity Employer M/F/H/V.

DESCRIPTION OF DUTIES & RESPONSIBILITIES: The following represents the primary and secondary duties of the position; however they are not intended to be all inclusive. KHA reserves the right to change, reassign, or combine job duties at any time and at its discretion.

SPECIFIC PRIMARY JOB DUTIES AND FUNCTIONS:

- Conduct initial, annual and special HQS unit inspections by utilizing hand-held devices while exercising excellent judgment in rating units for compliance that conforms to Housing Authority, HUD HQS standards, Washington State Landlord/Tenant and Fair Housing Laws, procedures, policies and regulations along with all applicable Local, State and Federal residential building codes for compliance; forward unit inspection reports to appropriate department staff and document unit inspection activity and status in Housing Authority's computerized system and in accordance to Housing Authority's procedures and policies with accuracy and efficiency;
- Issue scheduled unit inspection notices to tenant and landlord/owner regarding type of unit inspection, date and time of inspection through written correspondence. Use Housing Authority's hand-held device and computerized system to document unit inspections in Housing Authority's computerized system, master inspection log book and forward copies of written correspondences to appropriate department staff;
- Notify landlord/owner and tenant through written correspondence of deficient unit inspection items needing repair and provide appropriate solutions for compliance, evaluate corrected HQS deficiencies in accordance to Housing Authority, HUD HQS and appropriate standards, procedures, policies and regulations along with all applicable Local, State and Federal residential building codes for occupancy and compliance, forward copies of written correspondences to appropriate management and department staff;
- Responsible for obtaining, preparing, interpreting and maintaining unit rent reasonableness comparability data and analysis to determine appropriate unit rental rates in accordance to Housing Authority & HUD procedures, policies and regulations, maintain copy of current and accurate fiscal year unit rent reasonableness comparability data and analysis in master log book, assist Executive Director and management staff in Housing Authority's annual review of Fair Market Rent (FMR) studies;
- Investigate complaints of program abuse, document and take appropriate action in notifying department and management staff for resolution, per Housing Authority, HUD, Local, State, and Federal procedures, policies

and regulations with promptness, accuracy and efficiency, forward copies of follow up actions and written correspondences to appropriate management and department staff;

- Mediate complaints and Dwelling Lease violations regarding HQS unit inspection items between tenant and landlord/owner, provide accurate information to tenant and landlord/owner questions, disputes and program rights and responsibilities with promptness, accuracy and efficiency, forward copies of follow up actions and written correspondences to appropriate management and department staff;
- Conduct recruitment and outreach methods for landlord/owner program participation, maintain current and accurate fiscal year recruitment and outreach data in master log book with issuing master copies to appropriate management staff in a timely manner;
- Remain current on Section Eight Management Assessment Program (SEMAP) regarding Housing Quality Standards (HQS), occupancy and other related Housing Authority, procedures, policies and regulations;
- Remain current & informed of legislation & regulations to implement new procedures as required & directed;
- Attend required training and provide training to other staff for cross training purposes to insure staff compliance with Housing Authority, Local, State and Federal procedures, policies and regulations;
- Maintain awareness of local social service agencies and community resources to provide information and referral services to clients, applicants, landlord/owners and general public;
- Maintain Housing Authority's business operations, personnel and clientele confidentiality is mandatory;
- Operation of an agency vehicle and ability to obtain and maintain a current Washington State Driver's License and evidence of a good driving record for pre and continued employment is required for the position (must possess a valid Washington State Driver's license within 30-days of employment);
- Perform other duties as assigned by supervisor and Executive Director.

WORKING CONDITIONS:

Physical: Duties are performed in an indoor and outdoor environment while sitting at a desk and performing physical activity for the position requiring the ability to go in out of all types of residential units, buildings and facilities (i.e., hallways, stairs, elevators, etc.). Use of a computer system and computer equipment, hand-held industry standard device and use and operation of general office equipment ability to operate a company vehicle is mandatory for the performance of the job duties.

Mental: Ability to work accurately, promptly and efficiently in performing physical and clerical work functions; capable of working closely and cooperatively with all KHA staff, clients, general public, public & governmental officials. It is expected position will assist Housing Programs Director and Executive Director on critical projects and reports requiring independent thinking and with little supervision and requires open, active and positive communication with all KHA staff.

QUALIFICATIONS:

The mandatory and minimum amount of knowledge, ability, education, and experience required to be hired into the classification. Certain licenses and certificates, if required, may be acquired on the job as agreed upon by the Housing Authority and employee.

MANDATORY REQUIREMENTS:

- Education and Experience
Minimum of two (2) year of college courses or a degree or not less than three (3) years in related field (property management, building codes, real estate, construction, etc.) or one (1) year of experience in working for an administrating public housing authority and its programs, operations, and activities;
- Ability to successfully pass a pre-employment drug screening test and criminal background check;
- Possess and maintain a Washington State Driver's License & evidence of good driving record for pre & continued employment (possess valid Washington State Driver's license within 30-days of employment);

- Keyboarding skills, ability to operate personal computer, computer equipment, specialized industry standard hand-held device, computer software programs and general office equipment is required for the position (MS Word and Excel computer software programs is mandatory);
- Requires general knowledge, experience, ability to interpret and apply residential unit, building and facility building codes (i.e. basic knowledge and experience through experience of carpentry, painting, plumbing, electrical, building structures, etc.);
- Knowledge and experience regarding administrative procedures, policies, and program regulations as they pertain to HUD's Section 8 Housing Choice Voucher Programs;
- Knowledge, experience and ability to interpret and comply with Fair Housing Laws and Washington State Landlord-Tenant Laws, Section 504 ADA, UFAS federal standards, OSHA, WISHA, etc.
- Ability to interpret and comply with Housing Authority's Section 8 Administrative Plan & Policies;
- Knowledge and experience regarding Dwelling Lease pertaining to Local, State, Federal laws;
- Knowledge & experience in construction, residential building codes, real estate, property management;
- Ability to make responsible decisions by utilizing knowledge of the Housing Authority's agency operation;
- Ability to read, write and perform/understand basic mathematical calculations, interpret and implement written instructions, etc. to the extent usually acquired through a High School Diploma or GED;
- Possess multi-tasking skills with ability to work accurately and effectively with frequent interruptions;
- Be dependable, accurate and meet deadlines under pressure;
- Communicate accurately, efficiently and effectively orally & in writing with all KHA staff, clientele, landlord/owners, representatives of public, governmental & agency officials and general public;
- Establish and maintain effective working relationships with all KHA staff, clientele, representatives of public, governmental & agency officials and general public;
- Ability to organize and establish priorities for work with courteousness, compassion and tactful manner;
- Posses and maintain efficient mediation techniques;
- Work with little supervision; be self-directed and maintain efficient professional office practices;
- Be personally bondable;
- Requires ability to maintain agency and clientele confidentiality;
- Comply with other duties and tasks assigned by supervisor and Executive Director.

SECONDARY REQUIREMENTS:

Although not mandatory, the following qualifications will enhance the individual's chance for success in the job and are desirable:

- Knowledge of CPR and basic First Aid techniques;
- Ability to interpret and translate for staff, clients and applicants in other languages than the English language is desirable but not mandatory;
- Knowledge and experience in the maintenance field (i.e. carpentry, plumbing, electrical or other related course work or license/certification) and property management;
- Other duties and responsibilities specified in the Job Duties & Functions.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS:

- Successfully complete a Housing Quality Standard (HQS) certification training course within the probationary period (at the employers expense and subject to funding availability);
- Must possess and maintain a Washington State Driver's License & evidence of good driving record for pre and continued employment (possess valid Washington State Driver's license within 30-days of employment).