

Conway Housing Authority JOB DESCRIPTION

Job Title HOUSING INSPECTOR		Job Classification
Division/Department Housing	Reports To Housing Manager	
FLSA: Exempt _____ Non Exempt <u>X</u>	Date Issued <u>4/22/25</u> Date Revised _____	

SCOPE OF RESPONSIBILITIES

Responsible for the Housing Quality Standards and/or NSPIRE compliance of all HCV rental units in order to ensure coordination and adherence to all program regulations/requirements and all pertinent federal, state and local laws.

ESSENTIAL JOB FUNCTIONS

1. Responsible for unit compliance with Housing of Urban Development (HUD) Inspection Standards Housing Administrative Plan requirements on Inspection Standards for all HCV units.
2. Advise property owners/managers on deficiencies that must be corrected for the unit to meet Inspection Standards and amount of time allowed to correct deficiencies.
3. Evaluate corrections of any Inspection Standard deficiencies with owners, tenants, and HCV Manager (if needed).
4. Responsible for all assigned inspections (Annual, Initial, Special, and Re-inspections).
5. Inform and provide updates of program activities to the HCV Manager as required.
6. Travel as required to perform assigned job functions.

NON-ESSENTIAL JOB FUNCTIONS

1. Perform similar or slightly more responsible duties as assigned.
2. Perform out-of-region travel as required.

POSITION SPECIFICATIONS

EDUCATION/TRAINING

Two (2) years of college or accredited trade school and one (1) year experience in a housing program; OR High School Diploma or equivalent plus four (4) years experience in housing construction or housing assistance programs; OR a certification from an accredited trainer or trade school on housing inspections; OR any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge: Working knowledge of HCV Existing, Voucher and Moderate Rehabilitation Programs in the areas of Housing Quality inspections; knowledge of housing inspection techniques, procedures and practices; working knowledge of inspection techniques, procedures and practices; working knowledge of construction methods, material, terminology and building maintenance.

Skill/Ability: Ability to maintain effective, positive relationships with fellow employees, tenants and owners/managers. Ability to express ideas and recommendations in oral and written form. Skill to operate PC and general office equipment required. Ability to see, hear, reach, stoop, bend, lift and carry up to 30 pounds required. Must perform essential job functions with or without reasonable accommodation.

Additional Requirement: Must possess a valid vehicle operator's license subject to an approved motor vehicle report and reliable transportation with valid proof of insurance for extensive travel within CHA region.