



Colorado Springs Housing Authority
An Equal Opportunity Employer

Housing Inspector ▯ Section 8

Posting Date **January 5, 2023**

Closing Date: **January 8, 2023 at 11:59 pm**

Salary: \$3,487.46 - \$4,359.33

FLSA Status: **Non-Exempt**

Internal Promotional/External

JOB SUMMARY: To perform duties in support of the Housing Authority's Inspection Program; to investigate complaints and enforce all regulations related to Housing Quality Standards (HQS) and local laws and regulations; to confer with residents on compliance with regulations and policies relating to housing, health, and safety; and to perform a variety of technical tasks relative to assigned areas of responsibility, to include Section 8 Program, Voucher, Tenant Based Rental Assistance (TBRA/HOME), Mod Rehab, Mod Rehab SRO, and PBV other Public Housing and rental assistance programs.

MINIMUM QUALIFICATIONS: Equivalent to the completion of the twelfth grade, supplemented by specialized training in HQS codes, public health, environmental regulations, or a related field.

Preferred Experience: Two years of HQS enforcement program experience or inspection related experience

License or Certificate: Possession of, or ability to obtain HQS certification within at least 60 days and a valid Colorado driver's license.

ESSENTIAL JOB FUNCTIONS:

- 1) Perform a variety of duties in support of the Housing Authority's Inspection Program to protect the health, safety, and welfare of the Housing Authority's residents.
- 2) Investigate complaints and enforce all policy and regulations related to housing standards, environmental health, and zoning ordinances; confer with residents, landlords, and staff on compliance with regulations relating to housing, health and safety.
- 3) Inspect homes, apartment buildings, and other properties; ensure compliance with applicable housing standards, zoning and environmental health codes, ordinances, policies, and regulations; determine whether property complies; issue notices of violation as required; document all actions and notices; perform follow-up inspections to ensure compliance.
- 4) Meet with and respond to residents and landlords who are in violation of regulations; explain actions required to comply with regulations and perform mediation and intervention to resolve potential conflicts regarding regulations or violations.
- 5) Respond to reports from tenants, landlords, and neighbors alleging HQS violations including high weeds, junk vehicles, litter, and graffiti; interview complainants and witnesses; take photographs of violations and document activities through computer input; perform research to determine ownership of property and the approved conditional uses of property; process certified letters.
- 6) Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- 7) Generate daily inspection activity reports; distribute as required. Enter inspection findings into handheld and desktop devices. Schedule inspections and create letters.
- 8) Testify in court and at administrative proceedings, as necessary.
- 9) Perform HQS inspections for contracted PHA's and all related responsibilities; position requires travel outside of city limits to perform inspections.
- 10) Perform related duties and responsibilities as required.

Filling of this position will be subject to Section 3 requirements as directed by the Department of Housing and Urban Development. Additional information will be required following submission of an initial application from the applicant if chosen for an interview. For more information about Section 3 requirements, please go to <https://www.hud.gov/section3>

All fields in the application must be completed, including the Work Experience section, or your application may not be considered, even if accompanied by a resume. Application can be found at www.csha.us or by taking a photo of the following QR Code:

