



Inspection Supervisor Posting Date: **March 22, 2023,** Closing Date: **March 28, 2023**

Salary Range: **\$3986.66 - \$4983.33/month**

Status: **Non-Exempt**

Internal Promotional/External

JOB SUMMARY: The Inspection Supervisor position is the lead employee responsible for maintaining the day-to-day inspections and assuming responsibility for maintaining the physical asset of the properties under the direction of the Deputy Director. The position requires training and providing work direction and guidance to the Inspectors while performing corrective and preventive maintenance procedures. The position requires close coordination and communication with HA managers. In addition, this position is required to collaborate successfully with outside vendors and contractors. This position strives to fully achieve fulfillment of its goals and objectives. staff.

MINIMUM QUALIFICATIONS:

High school or equivalency diploma **AND** Minimum of 2 years of one or a combination of the following: high-level maintenance experience (MT II or equivalent), specialized training in UPCS/HQS, NSPIRE/REAC, public health, environmental regulations, or a related field, i.e., pest control, housing inspections, property management, public health, environmental regulations.

Two (2) years UPCS/HQS Enforcement Program Experience **or** ability to obtain certification within 60 days of employment.

Minimum of 1 year of administrative **and/or** supervisory experience

ESSENTIAL JOB FUNCTIONS:

- Determine day-to-day and projected inspection needs in support of the Housing Authority's S8 and Public Housing Programs and managed properties. This position serves as a representative of the agency to ensure the functioning of the facility and the safety of its residents and staff. This includes but is not limited to:
 - evaluating and prioritizing routine and daily inspection needs.
- Interprets and administers U.S. Department of Housing and Urban Development's regulations and CSHA established policies and procedures for public housing and Section 8 programs, and managed properties.
- Ensures that all annual, special, and initial complaint and emergency inspections are scheduled and completed in a timely manner and conducted in accordance with HQS, UPCS, NSPIRE/REAC guidelines.
- Oversees, conducts, and documents quality control inspections per HUD guidelines. Develops a thorough understanding of policy issues and guidelines related to HQS, UPCS, NSPIRE/REAC guidelines.
- Responsible for day-to-day supervision of assigned staff to ensure daily goals, organizational and departmental priorities and customer services needs are met while maintaining quality and safety standards. Responsible for both introductory new employee evaluations and annual performance evaluations.
- Coordinating safety issues. This position requires discretionary preparation and notice of facility safety issues. This includes but is not limited to:
 - determining need for observed resident housekeeping, safety, or health issue to appropriate manager or supervisor.
 - maintaining current knowledge of ADA, fire and other health and safety requirements for licensure, accreditation, certification, or inspections
- Provides support to the Maintenance department as needed.

All fields in the application must be completed by 11:59 pm on March 28, 2023, 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:



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>