



Inter-Departmental Memorandum

Date: December 12th, 2018
 To: All Eligible Employees
 From: Human Resources
 Subject: Job Opening

POSITION:	Housing Quality Standards (HQS) Inspector
SALARY RANGE:	\$28,403 - \$62,356
LOCATION:	Various
DEPARTMENT:	ASSET MANAGEMENT
UNION AFFILIATION:	ISWA
FLSA:	NON-EXEMPT

Please see attached job description which includes a list of responsibilities and required qualifications.

Any qualified applicant interested in applying for this position should send a letter of interest, resume and completed Employment Application to the Office of Human Resources via e-mail to HR@jcha.us by close of business Tuesday, December 18th, 2018.

Please direct your inquiries regarding this employment opportunity to the Office of Human Resources at 201-706-4680.

Affirmative Action/Equal Employment Opportunity Statement

It is the Jersey City Housing Authority policy to provide equal employment opportunity to all of its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information, please see the Non-Discrimination Statement at the following address: <http://www.nj.gov/lps/dcr/employ.html>

STATE OF NEW JERSEY RESIDENCY IS REQUIRED WITHIN ONE YEAR FROM HIRE DATE.

HOUSING QUALITY STANDARDS (HQS) INSPECTOR**DEFINITION:**

Under the direct supervision of the Supervising Inspector and the indirect supervision of the Director of Housing Choice Voucher Program, performs physical inspection of JCHA residential units to ensure that all maintenance, housekeeping, health and safety conditions meet HUD & JCHA Housing Quality Standards; does other related duties as required.

ESSENTIAL RESPONSIBILITIES:

- Performs the required physical Housing Quality Standards inspections of apartments throughout the JCHA developments to certify health, safety, maintenance, general housekeeping conditions and code compliance.
- Interviews resident during scheduled inspection to verify current lease occupants, attain resident's level of satisfaction and/or complaints re: outstanding work orders, responsiveness to maintenance requests, safety and health issues or concerns, etc.
- Records inspection results, highlights health and safety violations, assesses damage to unit and maintenance response required; reviews unit inspection report with resident and attains necessary signatures.
- Notifies supervisor of inspection results; advises of action to be taken to restore unit to satisfactory standards; determines length of time necessary to complete required work; and schedules re-inspection date (as needed) of failed unit.
- Provides unit inspection information and data, as required, for inclusion in required departmental reports.
- Reports to supervisor any observation or suspicion of potential fraud and/or abuse.

SECONDARY RESPONSIBILITIES:

- Assists supervisor in assessing cause and/or cost of damage to apartments when resident negligence or maltreatment is suspected.
- If necessary, testifies on behalf of JCHA in court cases requiring verification of completed inspection, certification of housing quality standards violations, testimony re: action taken, and submission of documentation forwarded to supervisor.
- Ensures that sensitive information (e.g., residency records, inspection reports, etc.), verbal exchanges, legal actions, privacy issues are maintained, discussed and/or retained in a strictly professional and confidential manner.
- Prepares status reports, maintains necessary records and files.

POSITION REQUIREMENTS AND QUALIFICATIONS:

A. Education/Experience/License:

1. Possession of a High School Diploma or equivalent GED.
2. Housing code inspection or residential management experience a plus.
3. Possession of a valid New Jersey State Driver’s License and access to an automobile for work use.

B. Ability:

- Ability to learn to utilize computerized inspection recording device and electronic equipment used for departmental information systems.
- Ability to quickly learn and apply code and standard requirements; and to promote and enforce consistent and fair compliance with respective housing code and quality standards inspections.
- Ability to plan, schedule and prioritize work assignments.
- Ability to take and maintain a firm, courteous and professional stand when differences of opinion arise and to work harmoniously with peers, supervisors and residents.
- Ability to prioritize and work in a results-oriented program, under the pressure of timetables and deadlines, and subject to HUD rules and requirements.
- Ability to appropriately serve as a representative of the JCHA in a professional and positive manner in terms of conduct, appearance and behavior.
- Ability to understand and carry out oral and written directions; to take needed safety precautions in performing the work; and to establish, document and maintain written records and files.

C. Good health and freedom from disabling physical and mental deficiencies, which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.
