



Position Description

Position Title:	Inspector	Department:	HCV
Reports to:	HCV Transaction Team Lead	Employment Status:	Full-Time
FLSA Status:	Non-Exempt	Date Created:	February 2020

Summary

The primary purpose of this position is to conduct initial, annual, special and move-out housing inspections according to Housing and Urban Development and Columbia Housing regulations. This incumbent also prepares and maintains related records and reports and evaluates the rent reasonableness of proposed rents and rent increases.

All activities must support Columbia Housing's ("CH") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Coordinates and conducts initial, annual and special inspections of Section 8 / HCV and conventional public housing units to ensure compliance with HUD and CH Housing Quality Standards (HQS) and/or Uniform Physical Code Standards (UPCS) as applicable.
- Enters inspection data into hand-held computer or other computing systems.
- Prepares and maintains inspection and related reports.
- Conducts Moderate Rehabilitation move-out inspections; processes damage claims.
- May be required to conduct inspections on non-Section 8 / HCV or non-public housing units.
- Evaluates the rent reasonableness of proposed rents and rent increases based on inspection results. Coordinates these activities with Section 8 / HCV Contract Specialists.
- Receives and responds to inquiries and request for assistance from co-workers, property owners, landlords, tenants, etc., with courtesy and professionalism.
- Operates and maintains a vehicle and variety of equipment such as a personal computer, printer, tablet computer, typewriter, telephone, calculator, copier, fax machine, camera, circuit tester, measuring devices, scanner, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other agency management and staff, other governmental agencies, residents, landlords, property owners, local code officials, and the general public.
- Maintains assigned vehicle and prepares maintenance records.
- Assists with Section 8 / HCV tenant briefings.
- Assists with clerical duties as necessary, including answering the telephone, copying and filing documents, preparing mass mailings, etc.
- Performs other related duties as required.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and



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activities as they apply to the assigned organizational entity of CH. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

- Knowledge of HUD, federal, state, and local laws and regulations, as well as CH policies and procedures related to the position.
- Knowledge of the general operations and procedures of CH properties and the Housing Choice Voucher Program.
- Knowledge of landlord-tenant laws.
- Knowledge of the operation of CH's computer system and applicable software.
- Skill in the operation of commonly used office equipment, especially the use of personal computers for word processing and spreadsheet applications.
- Skill in effectively scheduling appointments and prioritizing multiple tasks as required.
- Skill in customer service and tenant relations.
- Ability to prepare clear, concise reports and to ensure compliant documentation of files.
- Ability to use basic office equipment such as telephone, fax, copier, and computer
- Ability to prepare and present ideas in English, in a clear and concise manner, both orally and in writing.
- Ability to perform program-required computations with speed and accuracy.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.



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Education and/or Experience

High School Diploma or GED and a minimum of two (2) years of college coursework from an accredited college or university. A minimum of (1) year of experience in public housing, HCV program, case management, apartment management. An equivalent combination of education and experience may be considered.

This position requires regular driving for business purposes. The incumbent is required to possess a valid driver's license and must have the ability to be insurable under CH's automobile insurance plan at the standard rate.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to travel to various participant properties. Daily movements include driving; sitting; standing; climbing stairs; reaching and grasping; operating computers and other office equipment; moving and driving about the properties; and attending onsite meetings and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 20 pounds.

This position is considered "safety sensitive" and is subject to random testing.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]



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