Job Title: Housing Quality Standards Inspector
Member of: Housing & Resident Services Dept.
Current Grade: 6
Responsible to: Section 8 Supervisor

I. The Mission of Housing Authority of the County of Salt Lake

The mission of the Housing Authority of the County of Salt Lake is to provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency, empowerment and neighborhood revitalization.

II. Job Statement

The purpose of the Housing Quality Standards Inspector is to support the mission of HACSL by providing consistent Housing Quality Standard Inspection services so that our clients are assured quality and decent living conditions. This is done by following H.U.D. regulations, HACSL policies and procedures, by working with other HACSL personnel to coordinate essential agency functions and with various community agencies and partnerships.

III. Job Description

Objective A: Housing Quality Standard Inspections

1. Perform Housing Quality Standards inspections including initial inspections, annual re-certification inspections, condition inspections and all re-inspections of failed units.

2. Assure that program participants have a safe, decent place to live by conducting inspections consistently.

3. Remain familiar and current with U.S. Department of Housing and Urban Development Federal Regulations and state and local building codes as they relate to Section 8 Housing Programs.

4. Remain familiar and current with Lead-Base Paint regulations as they pertain to the Section 8 housing programs.

5. Insure that acceptability criteria and performance requirements for all Section 8 dwelling units is in compliance both at commencement of assisted occupancy and throughout the assisted tenancy. This includes sanitary facilities, food preparation and refuse disposal, space and security, thermal environment, illumination and electricity, structure and materials, interior air quality, water
supply, lead-base paint, access, site and neighborhood, sanitary conditions and smoke detectors.

6. Research other programs for best practices on a regular basis to ensure our inspections are efficient. Work to exceed industry standard.

7. Oversee the maintenance of the agency car through routine service.

**Objective B: Customer Service**

1. Provide excellent customer service to program participants and landlords by explaining and consistently enforcing program guidelines and regulations.

2. Treat all residents and landlords in a respectful non-judgmental manner.

3. Respond to inquiries, phone calls, correspondence in a timely and responsive manner.

4. Mediate and negotiate communication with client and landlord as needed concerning failed inspections and condition of unit inspections.

5. Maintain required reports and statistics on a monthly and annual basis as required.

6. Coordinate with Housing Specialists to ensure timely inspections at admission to program, annual re-certification, and condition of unit inspections.

**Objective C: Collaboration and Teamwork**

1. Attend and actively participate in all staff meetings and trainings.

2. Support HACSL co-workers as a team to accomplish department and agency goals.

3. Participate in HACSL activities and committees as needed or desired.

**IV. Job Requirements**

1. Graduation from a standard senior high school or equivalent.

2. Two years full-time related experience.

3. Basic knowledge of Utah State and local Building Codes.

4. Experience working with individuals who are disabled or have a mental illness. Demonstrated ability to communicate with elderly and low income families and individuals.

5. Valid Utah driver’s license.
6. Flexible and cooperative to accommodate job demands.

7. Approach problems pro-actively with solution focus.

8. Keep Housing and Resident Services Director and Supervisor informed of any incidents.

9. Ability to work well under stressful conditions, solve complex situations and diffuse explosive situations.

10. Must be prompt and dependable.

11. Able to communicate effectively and solve problems related to clients and landlords.

12. Able to work with minimum day to day supervision.

13. Work independently and creatively within set guidelines.

14. Willing to work under adverse conditions such as going into attics and crawl spaces.

Knowledge of:

1. Housing structures, plumbing, electrical, heating and lighting and housekeeping standards.

2. Use of simple testing equipment.

3. Typing 25 – 30 words per minute.

4. Experience with Word and Excel.
A criminal background, drug screen, driving and credit check must be completed before hire. An Official Housing Authority Application Form must be completed and a resume submitted. The Housing Authority complies with Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities. With 24-hour advance request, reasonable accommodations will be provided to individuals with disabilities.