

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Housing Inspector/Public Housing
Reports to: Manager of Housing Operations
Department: Service Center
Date: September 2012
FLSA Status: Non-exempt

General Purpose:

Conducts housing inspections in accordance with AMHA and UPCS standards, ensuring that tenants are provided with safe and sanitary housing environments.

Essential Duties and Responsibilities:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- 75% Schedule and perform accurate, detailed inspections (including pictures) of AMHA owned properties in accordance with AMHA and UPCS standards, and in accordance with assigned production standards. Generate work orders as a result of inspection findings. Utilizing established procedures and checklists, visually and manually inspect building structures, mechanical systems, and grounds. Complete all necessary forms and reports. Travel to inspection sites in a safe manner.
- 10% Maintain logs and files, generate necessary reports and correspondence, schedule repair and complaint inspections.
- 5% When completing move-out inspections, complete preliminary punch list on move-in and move-out inspections for the unit and provide copy to Maintenance Supervisor.
- 5% Conduct lead based paint clearance tests and evaluate results as needed.
- 5% Miscellaneous
 - Attend hearings and meetings.
 - Routine office tasks, such as filing.
 - Assist Maintenance Supervisor with maintaining charts, logs, schedules related to inspections of properties. (ie bed bug units, REAC inspections prep)
 - Other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies:

Demonstrates general working knowledge of building maintenances (plumbing, heating and cooling, electrical system, etc. knowledge); provides excellent customer service when interacting with tenants, landlords, and colleagues; remains aware of surroundings and tenant's living conditions and recognizes

any items that need to be addressed while in the field.

Minimum Qualifications, Education and Certifications:

High School diploma and one to two years work experience in construction, building trades, or housing inspection. Lead Based Paint Risk Assessment License and Uniform Physical Condition Standards certification preferred or required within one (1) year. Must have a valid Ohio driver’s license and be insurable under AMHA.

Physical Requirements. 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:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Extensive work outdoors and in various buildings. Must be able to move freely throughout all areas within various types of buildings. Extensive automobile travel. Occasional office work.

Employee Understanding:

The above job description was received, read and understood by me.

Employee’s signature

Date

Supervisor’s signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.