

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Housing Inspector
Reports to: HQS Supervisor
Department: Housing Choice Voucher Program
Date: June 2012
FLSA Status: Non-exempt

General Purpose:

Conducts housing inspections in accordance with HQS 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% Perform accurate, detailed inspections of Housing Choice Voucher Program properties in accordance with HQS standards, and in accordance with assigned production standards. Utilizing established procedures and checklists, visually and manually inspect building structures, mechanical systems, and grounds. Complete all necessary forms and reports. Perform clearance evaluations for lead based paint. Using EPA guidelines, assess if dwelling qualifies for clearance test. Conduct clearance test if applicable. Provide monthly logs to the EPA State Office. Travel to inspection sites in a safe manner.
- 10% Maintain logs and files, generate necessary reports and correspondence, schedule repair and complaint inspections.
- 5% Conduct lead based paint clearance tests and evaluate results as needed.
- 5% Answer owner/agent questions and provide requested information.
- 5% Miscellaneous
 - Attend hearings and meetings.
 - Routine office tasks, such as filing.
 - 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. Must have or obtain Lead Based Paint Risk Assessment License and Housing Quality Standards Certification 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.