

HOUSING QUALITY STANDARDS INSPECTOR

Cheyenne Housing Authority

Job Description

Job Summary

The Housing Quality Standards (HQS) Inspector reports to the Housing Department Director, and physically inspects privately owned rental properties participating in the Housing Choice Voucher program and CHA's Public Housing units to ensure they meet the health and safety Housing Quality Standards established by HUD.

Key Duties/Expectations

- Read, interpret, and implement HQS, HUD regulations, building codes, and CHA policies;
- Conduct HQS inspections of units utilized by participants in the Section 8 program and Public Housing units to determine their physical condition and conformance to applicable HQS regulations and HUD guidelines. Identify and record violations/needed repairs;
- Perform follow-up inspections to determine that required repairs are completed prior to contract commencement or continuance. Make recommendations to Housing Department Manager for appropriate follow-up when necessary;
- Complete inspection reports on a timely basis;
- Schedule and perform HQS Bi-Annual, Special and Re-inspections for the Section 8 and Public Housing Programs;
- Deal tactfully with and maintain effective working relationships with co-workers, landlords, program participants, the general public; and
- Other duties assigned by Housing Department Manager.

Work Time

This is a part time position. Inspector must work during regular office hours and other times as required.

Physical Demands and Working Conditions

Work is performed in both an office setting and on site at housing units.

- Drive a company vehicle to conduct inspections;
- Periodically inspect in unsanitary conditions within occupied and unoccupied apartments and houses;
- Hear and speak effectively to exchange information verbally, in writing, in group settings or individually;
- See and perceive the full range of the color spectrum to conduct inspections and read a variety of materials;
- Hand and finger dexterity to continually and repeatedly operate a computer keyboard or electronic handheld device;
- Bend at the waist or stoop repeatedly, kneel, and crouch;
- Handle and climb ladders;

- Climb stairs and work from heights; and
- Stand or sit for extended periods of time.

Required Job Skills

- Current Wyoming Driver’s License
- Good driving record
- Additional skills required of the HQS Inspector are listed in the attached Core Competencies of all CHA and HOM, Inc. Staff, and in Job-Specific Competencies of the HQS Inspector.

Compensation and Benefits

Compensation will be based upon experience. The Cheyenne Housing Authority provides competitive full-time employee benefits including health insurance for the employee, life insurance for the employee, annual and sick leave, and participation in the State of Wyoming retirement program.

Core Competencies of All CHA and HOM, Inc. Staff	Behavior and skills expected of all employees to achieve the objectives of the Cheyenne Housing Authority and HOM, Inc.
Initiative and Creativity	<ul style="list-style-type: none"> • Plans work and carries out tasks without detailed instructions; • makes constructive suggestions; • prepares for problems or opportunities in advance; • undertakes additional responsibilities; • responds to situations as they arise with minimal supervision; • creates novel solutions to problems; • evaluates new methods as potential solutions to existing problems.
Judgment	<ul style="list-style-type: none"> • Makes sound decisions; • bases decisions on facts rather than emotion; • analyzes problems logically to reach solutions.
Cooperation / Teamwork	<ul style="list-style-type: none"> • Works harmoniously with others to get the job done; • responds positively to instructions and procedures; • able to work well with staff, co-workers, peers, and managers; • shares critical information with everyone involved in a project; • works effectively on projects that cross functional lines; • helps to set a tone of cooperation within the work groups; • coordinates own work with others; • seeks opinions; • values working relationships; • when appropriate, facilitates discussion before decision-making process is complete.
Quality of Work	<ul style="list-style-type: none"> • Maintains high standards despite pressing deadlines; • does work right the first time; • corrects own errors;

	<ul style="list-style-type: none"> consistently produces accurate, thorough, professional work.
Reliability	<ul style="list-style-type: none"> Personally responsible; completes work in a timely, consistent manner; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.
Support of Diversity	<ul style="list-style-type: none"> Treats all people with respect; values diverse perspectives; encourages a supportive work environment for all staff; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion, or sexual orientation; recognizes differences as opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.

Job-Specific Competencies of the HQS Inspector	Job-specific behaviors and skills required of the HQS Inspector
Job Knowledge / Technical Knowledge	<ul style="list-style-type: none"> Reads, understands, and applies knowledge of HUD Section 8 and Public Housing regulations and CHA policies; policies and regulations; has a valid Wyoming Driver's License; applies knowledge to identify and resolve problems; demonstrated ability to effectively operate a computer, make math computations, organize files, operate a telephone and calculator; correctly applies HUD Housing Quality Standards inspection standards; works to develop additional job and technical knowledge.
Quantity of work	<ul style="list-style-type: none"> Produces an appropriate quantity of work; able to manage multiple projects; organizes tasks and adjusts priorities appropriately.
Communication	<ul style="list-style-type: none"> Writes and speaks effectively, using language and an approach appropriate for the situation; works with and communicates effectively and professionally with the public, including tenants and landlords; demonstrates openness and honesty; listens well during meetings and feedback sessions; explains reasoning behind own actions; asks questions to ensure understanding; uses consideration and tact when working with the public.
Customer Service	<ul style="list-style-type: none"> Listens and responds effectively to customer questions; respects all internal and external customers;

	<ul style="list-style-type: none"> • uses a team approach when dealing with customers.
Problem Solving	<ul style="list-style-type: none"> • Recognizes a problem as it develops; • notifies supervisor of problems in a timely manner; • gathers problem-solving information from supervisor; • when needed, adapts well to changing priorities, deadlines, and directions; • performs well even under pressure, criticism or tight deadlines.
Compliance / Attention to Detail	<ul style="list-style-type: none"> • Is compliance focused in a fast-paced environment; • follows detailed procedures and ensures accuracy in documentation and data; • concentrates on routine work details; • organizes and accurately maintains records; • meets deadlines.
Flexibility	<ul style="list-style-type: none"> • Remains open-minded and changes work habits to improve performance; • performs a wide variety of tasks and changes focus quickly as demands change; • manages transitions from task to task effectively; • adapts to varying customer needs; • is responsive to supervisory direction.
Organization	<ul style="list-style-type: none"> • Able to manage multiple projects; • able to promptly locate files; • able to determine project urgency in a practical way; • uses goals to guide actions.
Staff Development	<ul style="list-style-type: none"> • Works to improve performance by continuous learning and supervisory feedback; • exhibits a can-do approach; • works well as a team member.
Quality Control	<ul style="list-style-type: none"> • Maintains high standards despite pressing deadlines; • seeks to do work right the first time and inspects work for accuracy; • recognizes that accurate files lead to good customer service and increased performance.
Values and Ethics	<ul style="list-style-type: none"> • Demonstrates respect of people and CHA's and HOM, Inc.'s principles; • participates in the creation of a respectful work environment; • maintains confidentiality of tenant information • is accountable for own actions.