

# OPEN RECRUITMENT

## *Job Announcement*

March 3, 2020



**Position Title:** Field Inspector  
**Department:** Assisted Housing  
**Hourly Rate:** \$23.7556

### **SUMMARY:**

Under the direction of the Inspections Supervisor the Field Inspector is responsible for the inspections of dwellings in the Assisted Housing Programs for compliance of Housing Quality Standards (HQS). The Field Inspector also performs a variety of other related management and administrative tasks.

### **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.*

- Performs initial inspections of units for compliance with Housing Quality Standards (HQS).
- Schedules annual re-certification inspections on a monthly basis.
- Performs annual re-certification inspections.
- Performs pre-contract inspections for Project Based Vouchers.
- Contacts and interacts with existing landlords.
- Process annual rent increase requests.
- Performs special inspections as needed.
- Process abatements, holds and releases as needed.
- Conducts rent reasonableness surveys.
- Attends meetings and training as needed.
- Prepares inspection reports.
- Conducts utility checks.
- Perform other related duties as assigned and/or required.

### **QUALIFICATIONS:**

*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.*

### **Job Competencies:**

- Knowledge of HUD HQS and inspection procedures.
- Knowledge of general office procedures and practices, business English and math.
- Ability to use inspection test equipment or instruments.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective and courteous relationships with other employees and other business contacts.
- Knowledge of building maintenance and construction methods and materials.





### **EDUCATION AND/OR EXPERIENCE:**

High school graduate or equivalent. Three (3) years' experience in residential and multi-family building maintenance and inspections or an equivalent combination of education and experience. Housing Quality Standard Training and Lead Based Paint Visual Training Assessment must be completed within 1 year of hire.

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under FWHS's fleet auto insurance.

### **TECHNICAL SKILLS:**

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, Excel and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks. Individual must also have skill in using inspection test equipment or instruments

### **PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee will be required to work in an office environment and conduct visits to outdoor sites, dwellings or facilities. Inspector is regularly required to sit, stand, walk, climb stairs and ladders, walk on roofs, and access basements or attics to inspect plumbing, electrical and HVAC systems as needed. This position is exposed to weather conditions and an above average noise level. The employee must occasionally lift and/or move up to 25 pounds.

