

## Inspections Assistant

HCV/Non-Exempt



This position is responsible for providing administrative support for the Housing Choice Voucher (HCV) Inspections Department and for conducting housing inspections. Interested applicants should send a resume in PDF format to [hr@hchatexas.org](mailto:hr@hchatexas.org) and put "Inspections Assistant" and their name in the subject line of the email.

### PRIMARY RESPONSIBILITIES

- Schedules initial, annual and follow-up inspections; schedules special inspections as requested
- Mails or e-mails related correspondence to owners and residents, including appointment letters, repair notices, and warnings
- Ensures compliance with HUD regulations in the administration of the program
- Records move-out inspection results and coordinates with supervisor and/or case managers for stop payment and/or termination of housing assistance payment
- Coordinates inspections scheduling with residents and owners
- Responds to inspection queries and concerns
- Returns telephone calls and responds to owner/tenant e-mails
- Conducts inspections on housing units to determine condition of the unit and compliance with relevant codes
- Documents inspections, noting failed areas and recommending course of corrective action
- Conducts emergency inspections to ensure that problems with housing accommodations are addressed in a timely manner in order to protect the health and well-being of clients
- Ensures that all Housing Quality Standards (HQS) are met prior to initiating a housing contract
- Performs inspections related to damage claims, emergency and special inspections as required
- Reports unusual conditions found during inspections to supervisor
- Obtains photographs, measurements and other data as assigned
- Serve as back up to intake and file room staff as needed
- Performs related duties

### QUALIFICATIONS AND REQUIREMENTS

- Completion of a high school education; some college experience preferred
- One or more years of experience performing administrative duties in an office environment
- Prior experience performing housing inspections or working with the HCV Program preferred
- Ability to speak Spanish preferred
- Possession of or ability to obtain a valid driver's license issued by the State of Texas within 30 days of employment
- HQS inspector certification is required within the first 90 days of employment

### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- The employee's job is intermittently sedentary but requires mobility (i.e. climbing stairs) to inspect properties.
- The employee will experience some repetitive motion of the hand-wrist when using computer.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation, and communicate with authority personnel and contacts on the telephone or in person on a regular basis.
- Work involves the normal risks or discomforts associated with an office environment, and those associated with the on-site inspection of buildings. The employee may be exposed to hazardous conditions including excessive dust, dirt, grease, irritating chemicals and weather extremes.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact [hr@hchatexas.org](mailto:hr@hchatexas.org).