

**Title:** Housing Quality Standards Inspector

**Link to apply:** [https://garlandtx.wd1.myworkdayjobs.com/en-US/Garlandcareers/job/Housing-Quality-Standards-Inspector\\_JR100510](https://garlandtx.wd1.myworkdayjobs.com/en-US/Garlandcareers/job/Housing-Quality-Standards-Inspector_JR100510)

**Summary**

Responsible for ensuring housing assistance clients and landlords are in compliance with all appropriate City, State and Federal regulations concerning housing.

*Target Hiring Range: Annual salary of \$41,434 - \$51,896, depending on qualifications*

**Essential Duties and Responsibilities**

- Conduct housing unit inspections for initial approval, annual re-certification, and special requests.
- Ensure units meet federal Housing Quality Standards (HQS) guidelines.
- Prepare detailed written inspection report. Notify property owner and tenant of fail items or approval.
- Conduct rent reasonable studies based on third party database information.
- Schedule re-inspection dates for units that were non-compliant with HQS.
- May conduct inspections for investigation of fraud.
- Must be able to drive long distances between counties that Garland Housing covers (Collin/Dallas/Rockwall and parts of Denton and Kaufmann counties)

**Minimum Qualifications**

- High School Diploma or General Equivalency Diploma (GED)
- 2 years related experience

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

**Preferred Qualifications**

**Education/ Experience:**

- 6 months advanced study past the high school level
- 2-4 years experience in housing inspections, code inspections, apartment/rental maintenance and repair, or similar experience

**Knowledge, Skills & Abilities:**

- General knowledge of basic business practices
- General knowledge of Housing Quality Standards and code regulations
- General knowledge of state, local and federal housing regulations
- Basic skill in operating a personal computer
- Basic skill in Microsoft Office (Word, Excel, Access, Outlook)
- High organizational skills preferred
- Ability to adapt to flexible working conditions
- High verbal and communication skills
- Ability to manage time effectively with little supervision

## Licenses and Certifications

### Physical Requirements / Work Environment

The incumbent frequently works in an outside environment; exposure to unpleasant environmental conditions or hazards are possible. Due to area of units within GHA's jurisdiction, this position may require several hours in a vehicle for most days of the week.