



# HOUSTON HOUSING AUTHORITY POSITION DESCRIPTION

**Position Title:** Housing Inspector  
**Department:** Housing Choice Voucher Program  
**Supervisor:** Inspections Manager

Exempt     Non Exempt                       New Position     Revision (see below)

Change of title                      Previous Revision Date: \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Revised qualifications                       Revised duties

Expanded qualifications                       Expanded duties

**Effective Date:** 10/22/2013

**Approved:** \_\_\_\_\_  
 Vice President, Housing Choice Voucher Program

**Approved:** \_\_\_\_\_  
 Director of Human Resources

## GENERAL SUMMARY

*The position is responsible for a wide range of inspection duties in support of the Housing Choice Voucher program operations. The Housing Inspector may perform regular inspections, special inspections, rent reasonableness determinations and market analyses. Reports to the Inspections Manager.*

## PRINCIPAL DUTIES AND RESPONSIBILITIES

- *Performs and documents initial, annual, and special inspections of units in the Voucher programs for compliance with the HUD NSPIRE certification training.*
- *Performs re-inspections when needed. Advises owners and residents of inspection results and encourages all parties to maintain units properly.*
- *Confirms that unit is the size noted on the contract and which utilities are provided by the owner and tenant.*
- *Notifies owner and resident in writing of specific NSPIRE violations so deficiencies can be corrected within the time specified by HUD and Houston Housing Authority rules.*
- *Conducts rent reasonableness comparability analyses and recommends amount of contract rent and rent increases based on comparable unassisted housing in the neighborhood.*
- *Investigates and documents owner and resident complaints. Refers information to the Assistant Team Leader.*
- *Determines whether the owner, resident, or both are responsible for units failing NSPIRE, based upon observable evidence, experience and HUD regulations.*
- *When units fail the NSPIRE inspection, recommends abatement of Housing Assistance Payment (HAP) or termination of housing assistance, as appropriate.*
- *Practices good customer service skills and professional courtesy in the performance of duties.*
- *Informs Assistant Team Leader of situations resulting in owners' or residents'*

*noncompliance with HAP contract, lease or Houston Housing Authority policies.*

- *Performs clerical duties associated with inspections such as typing, computer data entry, copying, preparing correspondence, and maintaining files for all types of inspections.*
- *Assists Housing Specialists in obtaining signatures on leases and contracts.*
- *Submits monthly performance reports as required.*
- *Performs other duties as assigned.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

- *Knowledge of HUD NSPIRE, inspection procedures and Houston Housing Authority Housing Choice Voucher policies and procedures.*
- *Knowledge of laws, regulations and policies governing Houston Housing Authority's Voucher programs.*
- *Knowledge of basic real estate principles.*
- *Knowledge of basic housing and building codes required for the program.*
- *Knowledge of the function and scope of fair market rents and the principles and practices of determining and documenting rent reasonableness.*
- *Knowledge of general office practices and procedures, business English and basic mathematics.*
- *Skilled in basic research techniques.*
- *Ability to plan and prioritize duties.*
- *Ability to establish and maintain effective working relationships with residents and landlords as well as other employees.*
- *Successful completion of HUD NSPIRE training.*

## **COMPLEXITY / SCOPE OF WORK**

- *Incumbent performs relatively complex work requiring a deep understanding of building conditions, the HUD NSPIRE, basic research methods, and rent reasonableness.*
- *The employee performs routine duties by established procedure or referring to written guidelines, such as the Houston Housing Authority handbooks, desk references and existing records. The guidelines cover most job-related situations, but the employee may occasionally be required to use independent judgment in making decisions.*
- *The employee performs a moderate number of routine and generally related tasks.*
- *Instructions to the employee may be general or specific in nature.*
- *Courses of action are determined by established procedures and/or the immediate supervisor.*
- *The employee's work is reviewed periodically for accuracy, completion, and compliance with the policies and procedures.*
- *Tasks may occasionally have to be coordinated, integrated, and/or prioritized.*
- *The employee refers to the Houston Housing Authority and HUD guidelines, Federal Mandates, and to the Houston Housing Authority's personnel policies and procedures in performing work.*
- *The employee's efforts affect Houston Housing Authority's ability to earn administrative fees and to obtain additional vouchers and funding.*

## GUIDELINES

- *Most work is performed according to existing procedures or written guidelines, such as HUD regulations, handbooks, desk references, or existing records. These guidelines cover most job-related situations although the employee is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the Inspections Manager.*

## SUPERVISORY CONTROLS

- *Employee does not have direct supervisory responsibilities.*

## PERSONAL CONTACTS

- *The employee has continual contact with other employees, program participants, and landlords. Most contacts are structured in nature and the employee is expected to use normal tact and professional courtesy.*
- *Occasionally, a contact may be uncooperative or antagonistic, and the employee would be expected to use above-average tact and courtesy. Failure to respond courteously could adversely affect the public's opinion of the program and the Houston Housing Authority.*

## PHYSICAL DEMANDS / WORK ENVIRONMENT

- *The employee's work involves some sedentary office work, combined with physical exertion, driving around Houston to conduct physical inspection of buildings and housing units.*
- *This can include climbing stairs and ladders, walking across roofs, crawling into attics and basements, and examining plumbing, heating, electrical and cooling systems, facilities and equipment.*
- *Additionally, there is some degree of stress resulting from contact with applicants, participants, landlords, the public and other employees.*
- *The work involves the normal risks and discomforts associated with an office, as well as, visits to inspect the interior and exterior of rental facilities.*
- *Travel to sites is required which may involve adverse weather and traffic.*

## MINIMUM QUALIFICATIONS

- *High school diploma or equivalent required.*
- *Degree in Construction Management, Engineering or a related field preferred.*
- *Three (3) years' experience in positions involving housing or building codes or construction. One (1) year of education experience may be substituted for the experience requirement on a one-to-one basis for up to 2 years.*
- *Certification in Nspire required within first year of employment (training will be at the Houston Housing Authority's expense).*
- *Bilingual (Spanish) preferred.*

- *Bondable.*
- *Valid Texas driver's license or obtain such within the first thirty (30) days of employment.*
- *Eligibility for coverage under Houston Housing Authority fleet auto insurance.*

**DISCLAIMER**

*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.*