



Job Opportunity

HCV Inspector

Company Name: Little Rock Housing Authority d/b/a Metropolitan Housing Alliance [MHA]

Title of Position: HCV Inspector

Hourly Pay: \$18.00

Position Type: Hourly/ Non-Exempt

Hours: Mon.– Fri./ 8:00a - 5:00p

Location: 100 S. Arch Street – LR, AR

Closing Date: Until Filled

Summary

This position conducts HQS inspections on assisted units under the purview of the Housing Choice Voucher program. Duties may include field inspections, rental market analysis, scheduling, reporting, and communicating with participants, owners/landlords, and other Agency staff. Incumbent assures that program participants lease dwelling units at reasonable rental rates for the area in which the unit is located and that the dwelling unit is safe, decent, sanitary and in good repair. All activities must support LRHA's mission, strategic goals and objectives.

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.

Essential Duties and Responsibilities

- Conducts all HQS inspections of units proposed for assistance and other inspections, including annuals, complaints and resulting reinspections, as required by HCV program guidelines.
- Documents unit condition for all inspection types, clearly describes fail conditions and submits reports to HCV Administrator in a timely manner.
- Provides oral and written accounts to owners/landlords and program participants regarding unit deficiencies and conditions.
- Coordinates with the Landlord Liaison Housing Specialist to ensure that inspections and/or reinspections occur with HUD required timeframes.
- Reviews daily routes to maximize use of time and minimize travel and other expenses.

- Completes HUD and Agency forms and reports as required including daily, weekly, and monthly reports; logs program and performance tracking measures; maintains inspection records and other paperwork according to recordkeeping protocols.
- Gathers data to determine rent reasonableness, including unit conditions and utilities to establish comparability.
- Ensures accuracy of rental market database by regularly collecting, entering, and updating information based on a variety of approved sources including newspaper advertisements, Internet, and MLS listings or services, real estate agents, owners and organizations.
- Deletes, updates and verifies owner/landlord information in a database in accordance with established procedures.
- Analyzes and report on trends in the rental market by neighborhood.
- Provides data to other staff as appropriate.
- Compares subject unit with other comparable market rate units to determine acceptable rent based on dollar amounts and rent reasonableness determination procedures.
- Discusses and negotiates an acceptable rent for the unit with landlord/owner; responds to inquiries in a timely manner.
- Ensures Fair Market Rents and Annual Adjustment Factors for rent increases are the most current rates published by HUD.
- Visits neighborhoods to make judgements on accuracy of rents for units in the neighborhood.
- Responds to inquiries from tenants, landlords and property owners; and collaborates with other Agency staff as needed.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Performs other related duties as assigned.

EDUCATION AND/OR EXPERIENCE

High school diploma or equivalent (some technical/vocation study in construction and/or housing inspection preferred); and a minimum of 1 year experience in conducting housing or construction inspections. Housing authority experience or background in property management, building inspection, code enforcement or general residential construction is preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS

Individual should have ability to use word processing, database and spreadsheet software. Ability to learn other computer software programs as required by assigned position.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess comprehensive knowledge of building and property maintenance codes, HQS, Rent Reasonableness, and SEMAP regulations as well as HCV program regulations, guidelines, and procedures. Must possess knowledge of inspection methods and techniques to insure the adequacy of residential properties.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must be certified as an HQS Inspector within 6 months of hire.
- Valid Arkansas Driver's License, and have available vehicle with liability insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions 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 is regularly required to talk, hear and view physical facilities and written documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee works primarily in the field and at times in a normal office environment. In the course of field activities, the employee may be exposed to weather, field hazards (i.e. structures in disrepair, pets), violations of public health and moving mechanical parts and/or machinery. The noise level in the work environment is moderate.

BENEFITS

- Medical/Dental/Vision Benefits
- On-site Fitness Center & Wellness Program
- Employee Assistance Program
- Basic Life Insurance & Supplemental Insurance
- Retirement Plan

HOW TO APPLY:

Please email resume to HR@mhapha.org with subject: "HCV Inspector".

Little Rock Housing Authority d/b/a Metropolitan Housing Alliance is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.