



Job Opportunity

Housing Inspector

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

Title of Position: Housing Inspector

Salary: \$40,000.00 - \$45,000.00 annually

Position Type: Full-time/Salaried/Exempt

Hours: Mon.– Fri./ 8:00a - 5:00p

Location: Administrative Building -100 Bruce T. Moore Way – LR, AR 72201

Closing Date: Until Filled

Summary

Responsible for conducting all required inspections of housing units in the Housing Authority's Section 8 Housing Program to ensure compliance with NSPIRE. Performs all work pertaining to inspections of units, and related administrative tasks.

Essential Duties and Responsibilities

- Performs, documents, and records initial, annual, special or re-inspections of units for compliance with NSPIRE. Advises owners and residents of results and encourages them to maintain units properly.
- Prepare and send notices to landlords.
- Notifies owner and resident in writing if unit is in violation of NSPIRE so deficiencies can be corrected within specified time.
- Documents and logs resident-complaint and owner damage-claim inspections.
- Advises parties of results and ensures actions are taken to comply with NSPIRE.
- Recommends abatement, detainment, and termination of housing assistance payment contracts.

- Greets general public and explain the NSPIRE rules and regulations.
- Conducts periodic training sessions for residents and for owners.
- Informs Section 8 Supervisor of situations and/or conditions of resident's compliance with housing assistance contract and Authority policies.
- Performs clerical duties such as generating result letters, operating copying machine, addressing envelopes and mailing information to owners and residents and maintaining files for all type inspections.
- Logs mileage and inspection locations for assigned vehicle and cleans vehicle.
- Performs other duties as assigned.

EDUCATION AND/OR EXPERIENCE

- High school graduate or GED. Two years' experience in residential and multi-family building maintenance, or an equivalent combination of experience and education.
- Comprehensive knowledge of HUD, NSPIRE and inspection procedures, and Authority leased housing operating policies and procedures.
- Good knowledge of basic arithmetic, Business English and general office practices and procedures.
- Some knowledge of principles, practices and techniques of public housing management, and basic bookkeeping practices.
- Completion of NSPIRE training.
- Skill in using inspection test equipment or instruments.
- Ability to establish and maintain effective working relationships with leased housing residents and landlords, and with other employees and business contacts.
- Bondability.
- Valid Arkansas driver's license.
- Eligibility for coverage under BHA's fleet auto insurance.

- Supervision Received and Given - The employees in this job classification receive assignments and instructions from the HCVP Director. The work to be done is usually determined by existing procedures or may be specified by the supervisor. The employee performs routine tasks with minimal or no supervision. Situations not covered by instructions or procedures are usually referred to the supervisor for resolution. The employee's work is reviewed regularly for thoroughness, accuracy, and compliance with inspection requirements. The employee has no supervisory responsibilities.
- Guidelines -The employee performs routine duties by following housing inspection manuals and inspection checklists and leased housing manuals. These guidelines cover most job-related decisions. The employee consults the supervisor if guidelines do not cover a specific situation. Independent judgment is occasionally required.
- Complexity - Work performed by the employee is repetitive and mostly routine in nature. Work to be performed is easily determined, but above average technical and communication skills are required to accomplish tasks. The employee routinely plans, coordinates, and performs the work. The employee must be sensitive and objective in dealing with owner/resident interactions and resolving problems.
- Scope and Effect - The employee's work affects a significant portion of the units in the Authority's housing programs and the residents and owners. Thorough effective, and accurate inspections ensure that residents are provided with housing that is decent, safe and sanitary, and that owners are adequately compensated.
- Personal Contacts -The employee's contacts are primarily with housing, landlords and residents. Such contacts require the ability to establish and maintain good working relationships on a long-term basis. The purpose of such contacts is to provide information, guidance, and assistance in maintaining dwellings that are decent, safe, and sanitary.

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: "Housing 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.