

# HQS Inspector

## POSITION DESCRIPTION



**JOB CLASSIFICATION:**  
**SUPERVISION EXERCISED:**  
**TEAM:**  
**SUPERVISOR:**  
**DATE:**

**Non-Exempt**  
**None**  
**Voucher**  
**Vouchers Supervisor**  
**Revised July 2018**

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### JOB DESCRIPTION/SUMMARY

Conducts inspections of all rental units assisted by the Housing Choice Voucher Program on an annual basis. Inspects rental units for applicants that receive rental assistance for the first time in order to get them leased under the Rental Assistance Program. Re-inspects units that have failed or are in need of repair in a timely manner. Must conduct all inspections in accordance with Housing Quality Standards set up by U.S. Department of Housing and Urban Development (HUD) Federal Regulations. Must be able to develop and maintain thorough understanding of the Housing Choice Voucher Program and HUD Federal Regulations.

### ESSENTIAL JOB FUNCTIONS

- Performs annual inspections within a year from the last annual inspection for every unit that is assisted under the Section 8 Housing Choice Voucher Program.
- Must meet all Section 8 Management Assessment requirements.
- Conducts initial inspections on rental units that are leased for the first time in order to get an applicant leased and under assistance in a timely manner. All initial inspections must be performed in accordance with GJHA policy.
- Inspects all units built prior to 1978 in accordance with the Lead Based Paint Hazards Federal Regulations and follows up with landlords to ensure requirements are met.
- Notifies landlords in a professional and courteous manner of any repairs that are needed in order to pass the inspection of any unit that has failed according to the Housing Quality Standards.
- Ensures repairs that are needed to pass a unit are completed and conducts re-inspections of the failed units in a timely manner in cooperation with the landlord.
- Ensures units are inspected and passed prior to entering into any Housing Assistance Payments Contracts with landlords or renewing any existing Leases or Housing Assistance Payments Contracts.
- Determines that units inspected, both initially and annually, are rent reasonable in comparison with the rents being charged in the current market. Negotiates with landlord, on behalf of the family, if the rent being charged is not reasonable.

- May process Request for Tenancy Approval Forms that are submitted by families to ensure the form is complete and the family's rent portion is within the 40% Rule per HUD Federal Regulations.
- Maintains own schedule to conduct inspections in a geographic manner
- Maintains working knowledge of program requirements and HUD rules for effective maintenance of programs.
- Ensures appointment letters to families currently participating in the Rental Assistance Program are mailed, notifying them of the annual inspection appointment by the 15<sup>th</sup> of every month.
- Uses a hand-held computer system to conduct inspections and uses other organizational tools to organize tasks and manage time effectively.
- Acts as mediator, when appropriate, in disputes between families and landlords.
- Maintains working knowledge of area resources. Establishes and maintains contact with other human services delivery agencies; informs and refers clients, as appropriate.
- Assists in researching, developing, maintaining and revising department forms, procedures, and control systems, as needed.
- Conducts surveys and prepares reports to determine local area rent levels.
- Follows Grand Junction Housing Authority (GJHA), U.S. Department of Housing and Urban Development (HUD), Colorado Division of Housing and all other necessary agency policies, procedures, rules and regulations, where applicable. Must have or acquire a working knowledge of all pertinent regulations applicable to the position within six months of date of hire.
- Must be a team player and act at all times in a manner that is in the best interest of GJHA.

#### **ADDITIONAL JOB FUNCTIONS**

- Treats people with respect and works with integrity and professional ethics, upholding the agency's values and mission. Represents the agency in a positive, professional and ethical manner at all times. This specifically includes abiding by all of the ethical rules outlined in the Employee Handbook.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of the organization's vision, mission, values and goals.
- Follows Grand Junction Housing Authority (GJHA), U.S. Department of Housing and Urban Development (HUD), financial partners (i.e. funders/investors) and Colorado Housing and Finance Authority (CHFA) policies, procedures, rules and regulations, where applicable. Must have or acquire a working knowledge of all pertinent regulations applicable to the position and GJHA programs.
- Adapts well to change in the work environment. Works with frequent interruptions and responds calmly and professionally to emergency situations. Demonstrates the ability to provide quality services to a culturally

diverse population. Ability to work with people during stressful situations. Must be respectful and professional at all times.

- Maintains the utmost confidentiality of all employee, applicant and tenant information.
- Must be a team player and act at all times in a manner that is in the best interest of GJHA.
- Uses a time management system and other organizational tools set up by the GJHA.
- Establishes and maintains effective working relationships with other employees and community agencies. Ability to work in a team environment placing the interests of the team above own.
- Makes rational and appropriate decisions. Communicates clearly and professionally verbally and in writing.
- Daily in town travel, occasionally using own vehicle. Some out of town training may be required.
- Responsible to maintain office in a neat and clean manner. No information relating to employees, applicants and tenants, including files and computer screens, visible to office visitors or left on the desk after work hours.
- Communicate and report to the appropriate Supervisor any matters regarding liability. Provide suggestions to improve or enhance our services.
- Provides general information about GJHA Programs to the public and other community organizations in which represents GJHA in a professional manner.

#### **MINIMUM QUALIFICATIONS/SKILLS NEEDED**

- Requires a high school diploma or equivalent and two years minimum experience in inspection of units or property management and/or progressively responsible management position or college graduate with Bachelor's Degree in Social Work or related human services field, or equivalent experience. Work experience should be appropriate to this position.
- Requires excellent verbal and written communication skills.
- This position is not sedentary. The HQS Inspector will be inspecting apartments, houses, townhouses, trailer homes, etc., most of which are not wheelchair accessible. The inspections require climbing and descending steps; and bending and stretching to view above and around objects, furnaces and hot water heaters that may be located in basements or crawl spaces.
- Proficient in Microsoft Windows and must have or acquire a working knowledge of GJHA tenant software (HMS Windows) within three months of date of hire.
- Requires strong skills in organization, concentration, time management, initiative, and attention to detail. Must be able to deal with frequent interruptions and possess the ability to successfully work a variety of populations.
- Requires excellent communication and organizational skills and the ability to exercise independent judgment and work with limited supervision.
- Requires a valid Colorado Driver's License and the ability to be insured at standard rates.

- Criminal background checks are required.

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Employee Name (Print)

Employee Signature

Date