
PT Housing Inspector
Southeastern Community & Family Services, Inc.
Job Description

Southeastern Community & Family Services, Incorporated is an Equal Employment Opportunity Company, and is non-discriminatory and ethical in all matters.

Summary

Under the direction of the Program Director, the PT Housing Inspector is responsible for the quality inspection of units accepted for rental assistance by the Section 8 Rental Assistance Program. Establishes contacts with property owners or agents. Inspects dwelling units, accepts applications from customers, determines eligibility, and occupancy standards. Approves lease agreements and negotiates payment contracts. Prepares rent reasonableness survey, rent comparable, and utility consumption allowance chart.

Reporting Relationships

Reports to: Program Director

Manages: N/A

Hours: 20-25 per week

Key Relationships: Customers, realtors, and property owners.

Principle Duties and Responsibilities include those listed below as well as other duties as assigned by the Program Director:

Research: Maintains rent comparable files, updates monthly to maintain current information on available units and rentals, for all residential property in the county.

Information: Receives and answers questions from customers, landlords, general public and other agencies as needed.

Communication: Prepares letters of repair to landlords and notifies customer of failure of each unit. Informs landlords of the time limitations allowed for repairs.

Registration: Accepts request for lease approval from customers and landlords. Verifies information and makes an initial determination if request is reasonable, checks lease for complete signatures, dates, phone numbers, and other pertinent information.

Scheduling: Arranges a convenient time for inspection of the unit with customer and landlord, as well as the agency.

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Inspections: Conducts an on-site inspection to determine if the unit meets or exceeds Housing Quality Standards in accordance with HUD 7420.7 Chapter 5.

Negotiation: Determines rent reasonableness and documents by the use of comparable of other units not subsidized by rental assistance.

Assist: Assists landlords with vacancy claims, conducts move-out inspections, assesses claims for damages by customer, and compares move-out inspection with the latest inspection in the file to determine if the claim is sufficiently documented.

Moderates: Explains to the landlord and the customer their responsibilities under the lease, and if necessary, outlines actions or remedies for each party of the agreement.

General Qualifications Requirements:

- Have a strong capacity to collaborate with landlords, vendors, and customers.
 - Have a clear passion and commitment to helping people in our service area.
 - Have superior written and oral communication skills, effective advocacy expertise and professional knowledge of HUD guidelines and HUD Housing Quality Standards.
 - Have experience that will demonstrate the ability to effectively resolve customer and landlord complaints.
 - Have valid driver's license and an outstanding driving record.
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Working Experience Requirements:

- A minimum of 2-3 years of relevant experience with a strong background in housing management.
 - Experience in performing home inspections utilizing the Housing Quality Standards guidelines.
 - Must have knowledge of federal and state regulations affecting grant awards.
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Educational Requirements:

A High School Diploma or GED required with two or more years of college level training or equivalent in experience.
