



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

INSPECTOR (HQS)

Department: Housing Choice Voucher / Section 8 Program
Reports to: Director, Housing Choice Voucher
Job Type: Union 2311 **FLSA Code:** Non-Exempt /hourly
Rate: **Minimum:** \$19.14/hourly
Internal Posting: 11/18/2019
Internal Posting Expires: 11/22/2019

Position Summary:

Report to the Director of Housing Choice Voucher (HCV). The scope of this position is to follow the guidelines of HUD's Housing Quality Standards and the contracted Bridgeport Housing Authority's Administrative Plan. The HQS Inspector will conduct pre-inspections and inspect leased and non-leased properties for certification, recertification, move-out, move-ins, transfers, and complaints for the HCV/Section 8 Office. The Inspector must demonstrate a strong ability in assessing/evaluating problems, assist in resolving misunderstandings between landlord, tenant maintenance and management from Section 8 department/program. The Inspector must conduct pre-inspections of listed units to determine their eligibility and readiness for occupancy.

Key Duties/Essential Job Functions

1. Inspect all HCV/Section 8 properties within the Greater Bridgeport area to ensure their continued eligibility and compliance with the terms and conditions imposed by the lease and Housing Quality Standards are in compliance with HUD regulations.
2. Investigate tenant and landlord complaints to ensure that the terms and conditions of the Lease and Housing Assistance Program (HAP) Contract are being observed and to mediate and resolve such disputes.
3. Conducts all types of inspections: annual, complaint, Abatement, and re-inspections.
4. Schedule inspections, maintain records and file accurately.
5. Collect and transmit data using the hand-held tablet
6. Pull inspection schedule and inspection information for upcoming work shift. C
7. Determine rent reasonableness based on unit condition, neighborhood, and similar or same type property.
8. Confer with tenants and landlords to provide them with information regarding their Section 8 housing inspections and their rights and obligations under Section 8 leases.
9. Prepare and present ideas in a clear and concise manner both orally and in written form.



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10. Inspect Section 8 units to determine eligibility to be accepted for the program.
11. Prepare and file unit status reports.
12. Computer literate and familiarity with hand held computers (i.e. laptop, tablets, android or iPhone devices). Knowledge of all office equipment, i.e., printer, copier and computer equipment.
13. Safely travel between inspection sites.
14. Must be willing to travel within the Greater Bridgeport area.
15. Perform related duties as required.

Qualifications/Education

- Must have a High School Diploma/GED or Business School education.
- Must be computer literate, self-motivated, and reliable to work independently
- Have strong interpersonal, verbal, written, and negotiation skills. Good organizational skills and detail-oriented
- Have at least two (2) years of work experience conducting inspections – Housing Quality Standards. Experience with local building codes, construction methods (new and rehabilitation) and housing systems (i.e., wiring, plumbing, heating)
- Demonstrated understanding of and ability to explain complex housing codes repairs and regulations
- Must have a working knowledge or the ability to learn inspection procedures and Housing Quality Standards (HQS) certification.
- Must have or be able to obtain a Housing Quality Standards Certification and maintain active.
- Must have a proven record of exemplary attendance.
- Must have excellent written/verbal skills and pleasant telephone demeanor. Must have the ability to listen and communicate with a diverse group of individuals. Cooperative/courteous to the public and be a team player.
- Knowledge of the general operations and procedures of Public Housing Agency (PHA) and of local, state, and federal regulations governing subsidized housing programs is a plus.
- Must have the ability to Work independently with minimal supervision. Must have the ability to complete the approved HQS training program and pass the final certification exam.
- Must possess a valid CT driver's license and have the ability to travel to various sites unaccompanied, as required.



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Working Conditions/Physical Requirements

Moderate work: must have the ability to walk 3-5 miles per day, bend and stoop, climb stairs, carry a 2-4 lb. tablet and make observation in all levels of lighting. Must be able to walk from basements to attics, reading, writing, answering incoming/outgoing calls, attend meetings/trainings and be at inspection sites unaccompanied. Must be able to lift and carry 50 lbs.