

HOUSING AUTHORITY OF THE CITY OF LONG BRANCH

JOB DESCRIPTION

POSITION TITLE: Housing Inspector

DEPARTMENT: Management

REPORTS TO: Director of Management

Employment Status: Regular Full-time
35 hours per week

FLSA Status: Non-Exempt

SUMMARY: Under the direct supervision of the Director of Management, performs inspection work involved in eliminating blight and restoring and/or eliminating subnormal housing accommodations. The incumbent will work with both internal and external teams to complete required regulatory inspections to comply with maximizing program performance. Complete required daily tasks to meet performance goals. Coordinates communication between clients, department staff and the Executive staff, collects and inputs inspection data and statistical information, as well as, other duties as assigned and/or as required to effectuate departmental objectives and goals.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by supervisory personnel.

- Inspects properties owned and managed by LBHA for health and safety violations.
- Re-inspects properties after completion of repairs to ensure compliance with regulations.
- Inspects dwellings that present difficult and unusual problems.
- Answers complaints and inquiries about inspections.
- May coordinate agency functions with other concerned agencies.
- Attends meetings.
- Prepares clear, accurate, informative reports containing findings, conclusions, and recommendations; as well as related correspondence.
- May give advice and guidance to other staff.
- Maintains complete and accurate inspection files and records.
- Present inspection findings in court cases, if necessary.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

- Represent the LBHA with professional integrity and sound judgment.
- Apply developed written and oral communication skills and strong knowledge of HUD rules and regulations pertaining to Public Housing and all applicable LBHA policies, procedures, rules and administrative practices.
- Attends various workshops, meetings (including city and community) and Board of Commissioners meetings.

REQUIREMENTS AND PERFORMANCE GOALS:

- Knowledge of approved inspection methods involved in preventing and eliminating blight and restoring and/or eliminating subnormal housing accommodations.
- Knowledge of state and municipal housing codes and zoning ordinances.
- Ability to perform inspection work involved in preventing eliminating blight and/or substandard housing accommodations.
- Knowledge of applicable HUD rules and regulations and LBHA policies.
- Ability to meet with people and deal effectively with housing inspection problems.
- Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to complete all assigned inspections, tasks and goals to comply with program requirements.
- Ability to maintain accurate and complete records and files.
- Ability to present inspection findings in court cases, if necessary.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to analyze and evaluate pertinent data and prepare clear accurate, and informative reports with sound conclusions and recommendation.
- Ability to establish and maintain effective and harmonious working relationship with peers, superiors, residents, community service agencies, and the public.
- Ability to interpret rules and regulations of a complex and explain procedures to be followed.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to be tactful and courteous in interviewing people
- Ability to analyze various facts and summarize and interpret such information in oral or written form.

- Proficient in MS Office Applications, Word, Excel, Power Point, Outlook, PHA Web (or other similar property management software) and Internet.
- Effective time management skills.
- Ability to prepare reports and official correspondence.
- Ability to work independently and to make recommendations to supervisor.
- Ability to read, write, speak understand and communicate in English sufficiently to perform the duties of this position.
- Ability to understand, remember and carry out oral and written directions.
- Responsible for courteous, efficient response at all times.
- All appointees must have a valid Driver's License.
- Represent the LBHA with professional integrity and sound judgment.
- Apply developed written and oral communication skills and strong knowledge of Department of Housing and Urban Development (HUD) rules and regulations pertaining to public housing and all applicable LBHA policies, procedures, rules and administrative practices.
- Remain current and in compliance with LBHA policies and federal and state laws and regulations affecting the permitted uses of HUD subsidized facilities, and/or applicable government grants or funding sources.
- Assist in enforcing LBHA policies.
- Maintain complete and accurate files and records.

MINIMUM TRAINING AND EXPERIENCE:

- Graduation from High School or possession of a GED and one (1) year of experience in building inspection, building repair, building maintenance, construction, construction inspection, and/or other work concerned with building structures and/or building repair; or an Associate's degree and may substitute related work experience which demonstrates the ability to perform the duties as described herein.
- Must possess at least one (1) of the following certifications when hired or promoted, and must possess the UPCS Inspector Certification /HQS Inspector Certification within twelve (12) months of placement. Failure to possess certification after 1 year in the position may result in termination.
- NOTE: Successful completion of a course in Principles of Housing Inspection may be substituted for six months of the work experience.
- NOTE: Possession of a current valid Fire Inspector Certification issued by the NJ Department of Community Affairs may be required.
- Working knowledge of applicable HUD rules and regulations and LBHA policies.

SUPERVISORY RESPONSIBILITIES: None.

LANGUAGE SKILLS: Ability to read a limited number of two and three-syllable words and basic numbers. Ability to speak simple sentences.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed and involved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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 the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

NEW JERSEY RESIDENCY LAW: Pursuant to "New Jersey First Act," N.J.S.A. 52:14-7 (P.L. 2011, Chapter 70), effective September 1, 2011 all newly hired employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after the date of hire to relocate your residence to New Jersey. If you not do so, you are subject to removal from your office, position or employment.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

I, _____ have read the above job description for my position, I fully understand the contents, and I shall perform these duties to the best of my ability.

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____