

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Property Inspector
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Department: Assisted Housing

Pay Grade: 5

FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for providing initial, annual, and complaint Housing Quality Standards (HQS) inspections of rental units of Assisted Housing program participants in accordance with requirements and standards determined by the U.S. Department of Housing and Urban Development (HUD) and BCHA.

ESSENTIAL JOB FUNCTIONS:

- Conducts HQS inspections of rental unit properties of Assisted Housing program participants including apartments, duplexes, single-family homes, and townhomes in accordance with HUD and BCHA program requirements. This includes conducting virtual inspections during periods where physical inspections are not permitted; such as natural disasters, etc.
- Completes requests for rental comparable/rent reasonableness for initial inspections and negotiates rents as needed
- Enters inspection report data into BCHA software system for ready retrieval and report generation.
- Confers with and provides information to property owners, realtors, and managing agents to encourage participation in the Assisted Housing programs.
- Investigates any problem between landlord/owner and the Assisted Housing participant and works with all parties to an amicable solution.
- Refers unresolved matters to the Supervisor of Inspections.
- Provides follow-up communications to landlords, property owners, property managers, and/or participants regarding inspections as requested.
- Attends periodic team meetings to provide input and information to other members of the Assisted Housing Department on the status of property inspections.
- Assists with conducting landlord education workshops/briefings.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

High School diploma or equivalent, and two (2) year of related experience working within the

housing industry, rental market, property management or HUD/Assisted Housing Programs; or equivalent training, education, and/or experience.

LICENSES OR CERTIFICATIONS:

HQS Inspection Certification within one year of appointment; valid Florida Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of plumbing, electrical systems, construction, and HVAC.
- Knowledge of local geography and use of GPS software for local travel logistics.
- Knowledge of the demographics, taxes, and insurance of the related zip codes.
- Skills in customer service skills and the ability to connect with diverse personalities and background.
- Skills in operating a vehicle safely.
- Skills in the use of personal computers and various software including Microsoft Office (Word, Excel, Outlook).
- Ability to communicate effectively through verbal and in written means in e-mails, letters, reports, memos, and personal meetings.

PHYSICAL DEMANDS:

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also involves regular standing, walking, sitting; using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing. Work requires close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually quiet to moderate but can be noisy when traveling and when inspections are being done by the position.

WORK ENVIRONMENT:

Work is typically performed in an office environment.

Broward County Housing Authority has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date