

HCV Housing Inspector

HCV/Non-Exempt



This position is responsible for conducting housing inspections in support of the Housing Choice Voucher (HCV) Program and other housing assistance programs maintained by the housing authority in accordance with all HUD and local requirements.

PRIMARY RESPONSIBILITIES

- Conducts inspections on new housing units to determine condition of the unit and compliance with relevant codes and in accordance with all HUD requirements
- Performs annual inspections of existing units in accordance with all HUD Requirements
- Documents inspections, noting failed areas, time of visit if the client is not available, and recommending a course of corrective action needed for compliance of HUD requirements
- Conducts emergency inspections to ensure that problems with housing accommodations are addressed in a timely manner in order to protect the health and well-being of clients
- Ensures that all Housing Quality Standards (HQS) are met prior to initiating a housing contract
- Performs inspections related to damage claims, emergency and special inspections as required
- Gathers information used for rent comparability analysis
- Reports unusual conditions found during inspections to supervisor
- Obtains photographs, measurements and other data as assigned
- Maintains a thorough knowledge of HQS standards and documents all violations
- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- One to two years of experience in related field
- Possession of or ability to obtain a valid Texas driver's license within 30 days of employment
- HQS inspection certification is required within the first 90 days of employment

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- Employees will spend most of their time inside clients' homes and in a passenger vehicle.
- This position job requires mobility (i.e. walking and climbing stairs) to inspect properties and the ability to lift light to moderate loads.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation, and communicate with authority personnel and contacts on the telephone or in person on a regular basis.
- Work involves the normal risks associated with the on-site inspection of buildings. The employee may be exposed to hazardous conditions including excessive dust, dirt, grease, irritating chemicals and weather extremes.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact hr@hchatexas.org.