

Housing HQS Inspector: Performs Housing Quality Standards inspections for the BVCOG's Housing Choice Voucher Program. Duties include scheduling and conducting housing inspections in compliance with Housing Quality Standards for assisted-families in the program; records results of inspections in the housing software; research and identify the causes of HQS violations, initiate correspondence with owners/managers, tenants and applicants to correct the deficiencies; negotiate compliance date and verify corrections of the deficiencies; conduct rent comparisons between assisted (subsidized) and unassisted-units; communicating results of housing inspections to property managers, owners, tenants and applicants as well as maintaining inspection logs, transportation mileage logs and supporting documents.

Minimum requirement of high school diploma or GED. Experience required in construction or a construction-related field (electrician, roofing, sheet rock). Basic knowledge of what factors make a rental unit healthy and safe; ability to physically inspect at least 12 rental units per day; ability to establish priorities and meet deadlines as well as ability to work independently and initiate own work projects. Must have the ability to use a variety of Microsoft Office applications and must have a valid driver's license, liability insurance and access to reliable transportation at all times while at work.

Salary range: \$12.00 - \$14.00, DOQ