

# HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)  
P. O. BOX 486  
HUNTSVILLE, ALABAMA 35804-0486  
(256) 539-0774

## NEW JOB POSTING

January 12, 2023

- 1) POSITION TITLE: Housing Quality Inspector (HQS)
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m. or  
8:00 a.m. until 6:30 p.m.,  
Monday through Thursday (Fridays off)
- 3) SALARY RANGE: \$47,299.20 - \$61,422.40
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED: **Qualified** employees should submit an Internal Application Form to the Human Resources Department. The form can be obtained from Human Resources.  
  
**Qualified** external applicants can obtain a position description and application from our website, [www.hsvha.org](http://www.hsvha.org); or at 200 Washington Street. **Resumes will only be accepted with a completed application.**

**This position will remain open until filled.**

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE, DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

## HOUSING QUALITY INSPECTOR (HQS)

Huntsville Housing Authority is seeking a Housing Quality Inspector for its Assisted Housing Department. Under the supervision of the Assistant Director of Assisted Housing, the HQS Inspector will conduct initial move-in, annual occupied, and special inspections on single family residences, town houses, apartments, and Single-Room Occupancy's (SRO)/Shared Housing to ensure that properties meet federal and local housing quality standards required for eligibility in the Housing Choice Voucher (HCV) Program.

This position performs the field and office work necessary to ensure compliance with HQS as mandated by the Department of Housing and Urban Development (HUD), as well as other federal, state, and local codes for the HCV rental assistance program.

Must have a high school diploma or GED equivalent; basic building trades or building maintenance experience; OR an equivalent combination of education and experience. Must have computer skills and knowledge of Microsoft Office; completion of HUD Real Estate Assessment Center, HQS, Uniform Physical Condition Standards, or other inspector certification training program required or ability to obtain within one year of hire. Must have a State of Alabama Driver's license. **Salary Range: \$47,299.20 - \$61,422.40 annualized.**

For a complete position description and application, please visit our website at [www.hsvha.org](http://www.hsvha.org), or obtain an application from 200 Washington Street. **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P. O. Box 486, Huntsville, Alabama 35804-0486. NO CALLS PLEASE. See attached position description. Position is open until filled.**

**Drug-Free/Alcohol-Free/Smoke-Free Workplace  
EEO Employer.**

**HUNTSVILLE HOUSING AUTHORITY (HHA)  
POSITION DESCRIPTION  
HOUSING QUALITY INSPECTOR (HQS)**

<b>DEPARTMENT</b>	<b>SUPERVISOR</b>	<b>CLASSIFICATION</b>	<b>GRADE</b>	<b>FLSA</b>
Assisted Housing	Assistant Director of Assisted Housing	Full-Time	28	Exempt

**SUMMARY OF DUTIES:**

Under the supervision of the Assistant Director of Assisted Housing, the Housing Quality Standard (HQS) Inspector conducts initial move-in, annual occupied, and special inspections on single family residences, town houses, apartments, and Single-Room Occupancy's (SRO)/Shared Housing to ensure that properties meet federal and local housing quality standards required for eligibility in the Housing Choice Voucher (HCV) Program. The HQS Inspector makes independent judgments in the field in accordance with departmental policy, and must effectively communicate these decisions to others. This position performs the field and office work necessary to ensure compliance with HQS as mandated by the Department of Housing and Urban Development (HUD), as well as other federal, state, and local codes for the HCV rental assistance program.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

1. High School diploma or GED equivalent; basic building trades or building maintenance experience; OR an equivalent combination of education and experience;
2. Computer skills and knowledge of Microsoft Office;
3. Completion of the HUD Real Estate Assessment Center (REAC), Housing Quality Standards (HQS), Uniform Physical Condition Standards (UPCS), or other inspector certification training program required or ability to obtain within one year of hire; and
4. A State of Alabama Driver's license is required.

**ESSENTIAL FUNCTIONS OF POSITION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

*All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.*

Essential Job Functions: Essential functions may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Conducts all types of inspections: Initial Inspections, Annual Inspections, Re-Inspections, Complaint Inspections, Abatement Inspections;
- Collects and transmits data using the hand-held device; Pull schedule and inspection information for upcoming work shift;
- Conducts inspections prior to leasing, and at least annually, of housing units in the Housing Choice Voucher program;

**HUNTSVILLE HOUSING AUTHORITY (HHA)  
POSITION DESCRIPTION  
HOUSING QUALITY INSPECTOR (HQS)**

**ESSENTIAL FUNCTIONS (Continued):**

- Develops and maintains current unit inspection checklist based on performance requirements under unit acceptability criteria. Inspects units as required and maintains appropriate records;
- Promotes constructive relationships between property owner and the Housing Choice Voucher program. Orients new realtors to program when necessary;
- Reports and prepares documentation on performance requirement variations for supervisory review and HUD approval, if required;
- Inspects properties for compliance with Housing and Urban Development (HUD) Housing Quality Standards, specifications, safety policies, and all applicable codes and regulations;
- Documents and generates reports on all unit deficiencies, as well as environmental health and safety issues. Completes the HUD 52580 form based on the results from the inspection and uploads the complete form in the computer system;
- Assesses damages, determines who is responsible for correction, and establishes deadlines for completion of work; documents efforts to bring properties into compliance; and conducts follow-up inspections to ensure that work is completed;
- The HQS Inspector may be responsible for the scheduling of all inspections, to include but not limited to, setting up the initial inspection with the prospective owner/landlord, communications by mail, telephone, fax, or email to the owner/landlord and family regarding inspection schedule and any deficiencies as a result of an inspection or any other notices from the Inspection Department;
- Assures effective communications of inspection results and any related issues with supervisors, housing specialists, landlords, and residents/voucher recipients;
- Explains nature of HHA programs, procedures, and services to clients; maintains absolute confidentiality of work-related issues, client records, and HHA information;
- Supports the relationship between HHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, landlords, visitors, and HHA staff;
- Demonstrates continuous efforts to improve operations, decrease turnaround times, streamlines work processes, and works cooperatively to provide quality, seamless customer service; and
- Performs other related duties as assigned.

**HUNTSVILLE HOUSING AUTHORITY (HHA)  
POSITION DESCRIPTION  
HOUSING QUALITY INSPECTOR (HQS)**

**REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

- Knowledge of HHA organization, operations, policies, and procedures;
- Knowledge of regulations and guidelines of the HCV, FSS, and other related HUD programs; Knowledge of federal, state, and local laws pertaining to the management of rental housing;
- Knowledge of residential and multi-family building codes, National Electric Code, maintenance and health standards, and related state and local regulations;
- Knowledge of the principles and practices of building inspection;
- Knowledge of building construction methods and materials; Knowledge of occupational safety and health rules and regulations;
- Ability to establish and maintain effective working relationships with co-workers, agency officials, applicants, and the public; Communicate effectively both orally and in writing;
- Ability to select, train, and supervise a staff; Ability to develop and implement new policies and procedures; Must be computer literate, including personal computing, accuracy in data entry, and knowledge of program-related software;
- Knowledge of principles of recordkeeping and records management; and Knowledge of personal computer hardware and software, including Microsoft Office.
- Skill in applying technical knowledge of building trades work, and using sound inspection methods to determine physical condition of housing units, and detect deviation from codes and HUD standards;
- Skill in detecting and locating faulty materials and workmanship; Skill in maintaining accurate inspection records; and
- Skill in assessing and prioritizing multiple tasks, projects, and demands; Skill in effectively communicating verbal and written instructions.

**OTHER RESPONSIBILITIES:**

- Perform other work-related duties as assigned.

**HUNTSVILLE HOUSING AUTHORITY (HHA)  
POSITION DESCRIPTION  
HOUSING QUALITY INSPECTOR (HQS)**

<b>Employee</b>	<b>Date</b>
<b>HR Director</b>	<b>Date</b>
<b>Deputy Executive Director</b>	<b>Date</b>