



1149 E South 11<sup>th</sup> Street  
Abilene, TX 79602

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## ABILENE HOUSING AUTHORITY

### Job Description

<b>Position:</b>	HCV Inspector	<b>Program Affiliation:</b>	HCV
<b>Reports To:</b>	HCV Supervisor	<b>Salary Range:</b>	\$15.68 - \$23.02
<b>Position Type:</b>	Hourly	<b>Revision Date:</b>	January 2024

### **SUMMARY:**

Under the direct supervision of the Regional Inspections Manager, the position of the HCV Inspector will be responsible for conducting inspections following the guidelines of HUD's Housing Quality Standards/ NSPIRE V and the contracted Housing Authority's administrative plan. All inspectors are required to complete the provided classroom, online, and field training and must pass the final certification exam(s).

**ESSENTIAL FUNCTIONS:** include, but are not necessarily limited to:

- Provide excellent customer service
- Conduct Initial & Annual Inspections
- Conduct re-inspections
- Conduct special inspections
- Conduct abatement inspections
- Perform rent reasonable survey for RFTAs
- Collect and transmit inspection data using the iPad
- Pull schedule and inspection information for upcoming work shift
- Complete and submit required documents to supervisor
- Be proficient in state & local building code requirements
- & Other duties as assigned

### **MINIMUM QUALIFICATIONS:**

- Associate's degree and/or equivalent education and work experience
- Excellent interpersonal skills
- Moderate computer ability
- Proficiency of modern equipment including cell phones, fax machines, scanners, computers, hand held devices, GPS, and printers
- Prepare and present ideas in a clear and concise manner, both orally and in written form
- Establish, maintain, and promote effective working relationships with departmental employees, co-workers, vendors, consultants, contractors, and landlords/tenants; display ability to effectively communicate with people from a broad range of socio-economic backgrounds
- Ability to work productively in a variety of internal and external working conditions and environments

**PREFERRED QUALIFICATIONS:**

- Knowledge of the general operations and procedures of a Public Housing Agency (PHA) and of local, state, and federal regulations governing subsidized housing programs

**REQUIREMENTS:**

- Must pass Inspection exam(s) within first year

**OTHER:**

The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the AHA auto liability policy.