



1954 E. Houston., Suite 104 / San Antonio, Texas 78202
(210) 225-0071 • Fax (210) 225-6976

POSITION DESCRIPTION

TITLE	Section 8 HQS Inspector	SEND RESUME TO	Jamie.Flechas@habctx.org
SUPERVISOR	Section 8 Manager	DEPARTMENT	Section 8
REGULAR/TEMP	Regular	FULL/PART	Full-time

Position Summary:

Perform housing inspections to determine the condition of the units to ensure compliance of recognized policies of the Hosing Authority of Bexar County, HUD and the Section 8 Housing Assistance Program.

Essential Functions:

- Conducts annual, move-in, move-out and special inspections of Section 8 dwellings to ensure quality standards; checks for damages; investigates HQS violations; and compiles the necessary date for inspection reports.
- Checks buildings and dwellings for hazards and compliance with fire, health and safety codes.
- Recommends and assures rent rate reasonableness; collects and compiles date for rent reasonableness studies in compliance with HUD.
- Enter inspection results into computer in support of repair functions or for annual, complaint, and move in inspection.
- Prepare letters of abatement in follow-up inspection fails and forward to HCV/Specialist to initiate tenant move.
- Daily and monthly reports also enter results and notes into computer.
- Determine initial contract rent, and amount of allowable annual increase conduct compliant inspections upon request, ad notify owner/participant of results ad time frame needed for corrective action and date of re-inspection.
- Re-inspect failed units and advise owner/participant of results.
- Knowledge of HUD's Housing Quality Standards practices and regulations.
- Knowledge of Section 8 existing regulations, policies and practices ad tenant's rights.
- Ability to attend to detail, work independently.
- Demonstrate prompt, regular work attendance.
- Knowledge of San Antonio and surrounding areas.
- Knowledge of rental market and leasing documents.
- Performs other tasks as assigned by supervisor.

Education and Experience:

Required

High school diploma or G.E.D.; 12 months related experience or training; or equivalent combination of education and experience.

Certification and Licensure:

- Valid Texas driver's license.
- Eligible for coverage under Housing Authority fleet auto insurance.
- HQS Certificate obtain within one year of employment.

Knowledge, Skills, and Abilities:

- Good knowledge of personal computer functions and ability to operate a PC using the software required by PHA.
- Knowledge of HUD regulations and PHA policies and procedures supplemented by exposure to inspection processes; ability to keep abreast of change in these rules and regulations.
- Ability to communicate effectively, both orally and in writing.
- Ability to make decisions in compliance with HABC standards.

Physical Demands:

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to stand, walk, and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to (10) pounds and occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed from a normal office environment with a lot exposure to outdoor temperatures, cold, dirt and dust, hot and humid conditions during inspections. These environmental characteristics are representative of those an employee encounters while performing the essential functions of this job.

Mental and Physical Abilities:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Work is performed in-office and on-site and involves some physical exertion during visits and inspections of units and developments.

Date Approved:

ALA