



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

### POSITION DESCRIPTION

<b>TITLE</b>	Section 8 HQS Inspector	<b>SEND RESUME TO</b>	<a href="mailto:jobs@habctx.org">jobs@habctx.org</a>
<b>SUPERVISOR</b>	Section 8 Manager	<b>DEPARTMENT</b>	Section 8
<b>REGULAR/TEMP</b>	Regular	<b>FULL/PART</b>	Full-time

#### Position Summary:

Perform housing inspections to determine the condition of the units to ensure compliance with recognized policies of the Housing 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 data for inspection reports.
- Checks buildings and dwellings for hazards in compliance with fire, health, and safety codes.
- Recommends and assures rent rate reasonableness; collects and compiles data for rent reasonableness studies in compliance with HUD.
- Daily and monthly reporting. Enter inspection results into the computer for repair functions, annual inspections, complaints, and move-in inspections.
- Prepares letters of abatement/follow-up inspection fails and forwards them to HCV/Specialist to initiate tenant move.
- Determine initial contract rent and amount of allowable annual increase, conduct compliant inspections upon request, and notify owner/participant of results and 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 regulations, policies, practices, and tenant's rights.
- Attention to detail, and must be able to work independently.
- Demonstrate prompt, regular work attendance.
- Knowledge of San Antonio and surrounding areas.
- Knowledge of the rental market and leasing documents.
- Performs other tasks as assigned by supervisor.

#### Education and Experience:

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

**Certification and Licensure:**

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

**Knowledge, Skills, and Abilities:**

- Knowledge of basic PC functions and the ability to operate a PC using the software required by the Public Housing Authority.
- Knowledge of HUD regulations and Public Housing Authority policies and procedures supplemented by exposure to inspection processes; ability to keep abreast of changes 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 frequently required to stand, walk, 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. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

Work is performed in-office and on-site and involves some physical exertion during visits and inspection of units and developments. Exposure to outdoor temperatures, dirt, and dust. 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 essential functions.

Date Approved:

1/2023