

## HOUSING QUALITY STANDARDS INSPECTOR – GRANT-FUNDED

### JOB DESCRIPTION

**Classification Responsibilities:** A Housing Quality Standards Inspector – Grant-Funded performs specialized office and fieldwork involving planning, implementing, and coordinating Section 8 housing inspection activities for Mesa Housing Services. Responsibilities include: coordinating and scheduling Section 8 housing inspections (new, portable-in, special, and failure inspections); inspecting Section 8 housing units; mediating disputes between landlords and participants; and preparing inspection and failure reports. Skills are required in three primary areas: interpretation of Housing Quality Standards (HQS) for the inspection work, human relations skills for working with participants and landlords, and administrative skills for complying with federal agency requirements and preparing necessary reports, forms, and documents, including those required by Housing and Urban Development (HUD). This class performs related duties as required.

**Distinguishing Features:** Supervision is received from the Housing Supervisor – Grant-Funded assigned to Section 8 Housing, who reviews work through conferences and results achieved. This class is FLSA nonexempt. This classification has been designated as a non-classified, non-merit system, at-will position.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to Associate's Degree in Assisted Housing Programs, Home, Building Construction, Inspection, Real Estate, Urban Planning, or a closely related area. Considerable (3 - 5 years) experience as a home inspector, building inspector, or similar work experience.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. A Housing Quality Standards Inspector certification within one year of hire or promotion date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** None.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, public officials, applicants and participants, and landlords or property owners in order to conduct inspections of Section 8 housing units. Prepares written documents such as inspection reports, failure reports, and other correspondence with clearly organized thoughts in order to communicate with landlords and participants and obtain cooperation and involvement for compliance with housing quality standards.

**Manual/Physical:** Performs field inspections for compliance with HUD regulations, state regulations, City codes, and Housing Quality Standards (HQS). Inspects, monitors, and evaluates housing units to ensure housing is decent, safe, and sanitary for compliance with housing quality standards. Detects natural gas leaks, toxic gases, or other hazardous materials while conducting inspections of housing units. Operates a motor vehicle requiring a standard Arizona Driver's License to conduct inspections. Uses common hand tools such as hammers, screwdrivers, pliers, and amp meters to inspect appliance installation. Works in a variety of weather conditions while performing inspections. Works in small, cramped areas in order to inspect equipment and structures, electrical, plumbing, mechanical, etc. Meets scheduling and attendance requirements.

**Mental:** Plans and organizes inspections of Section 8 housing units. Prioritizes own inspection schedule. Resolves procedural, operational, and/or other work-related problems such as participant/landlord disputes by acting as a mediator. Comprehends and makes inferences from federal and local codes in order to ensure assisted housing units meet housing quality standards. Understands and/or interprets layouts, and/or maps to locate housing units and to conduct inspections. Learns job-related material through on-the-job training and in a classroom setting regarding HUD regulations and housing quality standards.

**Knowledge and Abilities:**

Knowledge of:

HUD Section 8 Housing Quality Standards for decent, safe, and sanitary housing conditions;  
the Arizona Landlord-Tenant Act and applicable state laws;  
the City of Mesa's housing program jurisdiction;  
Community resources and referrals; and  
the socioeconomic problems and needs of low income families and individuals, including children.

Ability to:

prepare reports to specify the deficiencies to be corrected;  
communicate between the homeowner and participant regarding Housing Quality Standards;  
work as a team member with other Housing Services staff on joint programs; and  
enable clients to retain their dignity and self-esteem when circumstance requires their accepting City and federal housing rehabilitation assistance.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 49-200

PAY GRADE: 45

IND-9410

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