

Housing and Redevelopment Authority of St. Cloud

Position Description

Job Title: Housing Inspector Grade: 8

Exemption Status: Non-Exempt Department: Neighborhoods

Authorization: _____
Executive Director

Acknowledged: _____
Employee Revised: November, 2021

Job Specifications

| <u>Factor</u> | <u>Level</u> |
|-------------------------|--|
| Education: | High School plus 1 year |
| Job Related Experience: | 2 years |
| Special Requirements: | Pre-hire and continued employment requirements: Kari Koskinen Manager Background Check; valid driver's license in the State of Minnesota; evidence of insurance; and reliable transportation. Required within six months of hire: HQS Certification and Lead Based Paint Condition Assessment Certification |
| Supervision Given: | None |
| Supervision Received: | Project Manager |

Job Summary: The Housing Inspector performs specialized work of average difficulty involving the inspection of single and multi-family residential dwellings to determine their physical condition, necessary repairs, and conformance to applicable Federal, State, and Local regulations and codes. Prepares written correspondences to tenants and landlord/owners documenting deficient inspection items and issuing appropriate solutions for compliance and performs duties related to rent reasonableness regulations. Maintains physical and computerized files with accuracy and efficiency. Work also involves frequent personal contact with landlords, owners, property management companies and residents. Employee must exercise independent judgment, excellent time management, and initiative in performing assigned duties. Employee must also exercise courtesy, tact, confidentiality, and firmness in extensive contact with residents and landlords. Work involves regular travel around the City of St. Cloud, and Benton, Sherburne, and Wright Counties, and occasional travel to residences in other counties within 120 miles from St. Cloud.

Essential Functions:

1. Provides excellent customer service to program participants and owners/landlords by explaining and consistently enforcing program guidelines and regulations and responding timely. Treats all residents and owners/landlords in a respectful, non-judgmental manner.
2. Conducts inspections of housing units prior to occupancy and lease approval (initial inspections); annual inspections, and special/compliant inspections and re-inspections to determine compliance with HRA policy and procedures, and Federal, State, and Local Regulations that govern the applicable program. Serves as backup to

schedule as needed. Works with staff to verify information regarding utilities, appliances, or other pertinent information.

3. Identifies the need of any repair(s) and/or deficiencies and clearly indicates the nature of the problem(s)/ deficiencies on a standardized inspection form or other electronic device. Documents inspections in system through detailed notes and uploads photos to file management system in an organized and timely manner. Reports to the Program Assistance immediately all violations that occur that may be life threatening.
4. Provides backup and assistance on advising owners/landlords and program participants of inspection results, ensures required repairs are completed, and encourages proper maintenance of units. Provides backup and assistance to prepares inspection-related correspondence, documents, and reports in a timely and accurate manner.
5. Recommends abatement to the Voucher Programs staff. Assist with sending letter of abatement notice to owner/tenant within specified time frame.
6. Assist with mediation on complaints and Dwelling Lease violations regarding inspection items between tenant and owner/landlord, provides accurate information to tenant and landlord/owner questions, disputes and program rights and responsibilities with promptness, accuracy, and efficiency. Forwards copies of follow up actions and written correspondences to appropriate management and department staff. Participates in informal hearings to resolve conflicts between residents and owners, and provides recourse for claims made against residents and/or owners.
7. Presents inspection information at applicant, tenant, and moving briefings and landlord meetings. Responds to inquiries from owners, clients, and the general public by providing general information about the physical inspections. Ensures the program is landlord-friendly without sacrificing duty to participants and Federal, State, and Local regulators.
8. Researches and maintains list of handicapped accessible units on an annual basis. Assists Executive Director and Voucher Programs Manager in updating HRA's Administrative Plan and Policies pertaining to program physical inspections.
9. Obtains, prepares, interprets, and maintains unit rent reasonableness comparability data and analysis to determine appropriate unit rental rates in accordance to HRA and HUD procedures, policies, and regulations on an annual basis. Maintains copy of current and accurate rent reasonableness comparability data and analysis. Assists Executive Director and staff in HRA's annual review of Fair Market Rent (FMR) studies.
10. Remains current and informed of inspection regulations and implements new procedures as required and directed. Remains current on Section Eight Management Assessment Program (SEMAP) regarding inspection standards, occupancy, and other related HRA, procedures, policies and regulations. Attends required training and continuing education classes for certifications and remaining current and provides training to other staff for cross-training purposes to insure staff compliance with HRA, Federal, State, and Local procedures, policies and regulations.

Non-Essential Job Duties:

12. Performs related work as required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| <i>Activity</i> | <i>Frequency</i> | <i>Activity</i> | <i>Frequency</i> |
|------------------|------------------|---------------------------------------|------------------|
| Sit | Frequently | Using hands to finger, handle or feel | Frequently |
| Stand | Frequently | Carry/Lift up to 10 lbs. | Frequently |
| Tasting/smelling | Occasionally | Carry/Lift up to 50 lbs. | Occasionally |

| | | | |
|---|--------------|--|--------------|
| Walk | Frequently | Speaking or hearing | Continuously |
| Stoop, kneel, crouch or crawl | Frequently | Repetitive motions | Frequently |
| Exposure to wet, humid conditions (non-weather) | Occasionally | Pushing/pulling | Occasionally |
| Exposure to blood-borne pathogens | Occasionally | Required to wear specialized personal protective equipment | Frequently |
| Reaching with hands and arms | Frequently | Exposure to outdoor weather conditions | Frequently |

Vision requirements: standard

Vocal communication: required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly

Hearing: required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound

Sensory utilization: requires preparing and analyzing written or computer data; visual inspection involving small defects and/or small parts; operating machines; operating motor vehicles or equipment; observing general surroundings and activities

Noise level: moderate