



Position Description

<b>Position Title:</b>	HQS Inspector	<b>Department:</b>	Budgeted: Assisted Housing Programs
<b>Reports to:</b>	Modernization and Construction Manager	<b>Approved By:</b>	
<b>FLSA Status:</b>	Non-Exempt	<b>Approved Date:</b>	

**Summary**

The primary purpose of this position is to inspect properties, including grounds, structures, building systems and equipment, for compliance with Housing and Urban Development (HUD) Housing Quality Standards (HQS). The incumbent will plan, organize, conduct and report on HQS inspections to ensure that properties meet federal and local housing quality standards under FWHA's and HUD regulations for HQS compliance. Generate documentation and maintain files that involve the identification, citation and correction of deficiencies and summary reports on findings.

All activities must support the Fort Wayne Housing Authority (“FWHA” or “Authority”) mission, strategic goals, and objectives.

**Essential Duties and Responsibilities**

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Inspects assigned properties for compliance with all applicable regulations and policies, including annuals, complaints, and resulting re-inspections, as required by HCVP guidelines.
- Determines compliance with federal and municipal housing codes and U.S. Department of Housing and Urban Development’s (HUD) Housing Quality Standards (HQS) for both interior and exterior inspections.
- Inspects plumbing, HVAC systems, electrical systems, and other building component systems of residences considered for participation in the HCVP.
- Assesses damages, determines who is responsible for repairs, establishes deadlines for completion of work, and documents findings.
- Notifies owners and real estate agencies in writing of necessary work to be completed for units in order to meet standards and codes.
- Conducts follow-up inspections to ensure that repairs are finished by the deadline.
- Recommends steps to be taken if either the tenant, owner, or real estate agency is delinquent in keeping up the terms of the housing contract.
- Completes the necessary paperwork for each inspection, adhering to all FWHA policies and governmental regulations.
- Maintains complete and accurate records of inspections, including copies of deficiency findings and notifications.
- Communicates clearly and precisely with tenants, owners, and agencies via telephone and email regarding any issues that arise relating to safety inspections.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Utilizes and maintains the system to perform, track, and complete the HQS inspections efficiently.
- Creates a sense of belonging with team members, client, and community member interactions.



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- Listens for understanding and connection.
- Dedicated to working directly with a diverse group of people.
- Actively supports our agency's commitment to diversity, equity, inclusion and belonging.
- Promote FWHA brand awareness by adhering to FWHA brand standards and ensure that any communication regarding the public value of affordable housing programs offered by FWHA also addresses the many other public values served (fair housing, economic development, welfare-to-work, etc.)
- Performs other duties as assigned.

### **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral skills:*

*Job Knowledge:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Commitment:* Sets high standards of performance; pursues professional goals and works smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition with determination and diplomacy.

*Professional Behavior:* Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness and professional integrity; holds oneself personally responsible for one's own work; and does fair share of work and contributes to the overall success of the organization.

*Reliability & Judgment:* Incumbent demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and receives feedback appropriately; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.



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Safety Awareness: Incumbent is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

### Education and/or Experience

- High School diploma or GED equivalent, and a minimum of 2 years' experience in property management, building inspection, or code enforcement.
- An equivalent combination of education and experience may be considered.
- Must possess a valid state issued driver's license and be insurable under the Authority's plan.
- Must possess or obtain HQS Inspector certification within 6 months of hire.
- Must possess or obtain NSPIRE for Vouchers certifications within 6 months of hire.

### Preferred Education and/or Experience

- Possess or obtain HQS Inspector certification within 3 months of hire.

### Technical Skills

- To perform this job successfully, the employee should have solid computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other programs as required by assigned tasks.

### 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.

- To perform this job successfully, the employee is frequently required to travel.
- Daily movements include sitting; standing; reaching and grasping; typing; writing; moving about the properties; and driving.
- The employee must be able to exchange information in person, in writing, and via telephone.
- The employee must occasionally transport up to 50 pounds.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position generally works various properties, which may cause the employee to experience a range in temperatures and other weather conditions.
- The noise level may be loud, and the environment may be more hazardous than a standard office environment.
- This position may be required to work with contractors as well as Authority residents.



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**Read and Acknowledged**

***Disclaimer:** This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. FWHA reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.*

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Name [printed]**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approval of Appointing Authority**

\_\_\_\_\_  
**Date**