

Fayette County Housing Authority

Job Description

Job Title: Housing Inspector
Department: Admissions and Assisted Housing
Reports To: Section 8 Coordinator
FLSA Status: Non-Exempt
Position level: N9
Salary Range: \$38,966 - \$63,514
Approved Date:

Summary:

Inspects Public Housing and Section 8 housing units to ensure compliance with the United States Department of Housing and Urban Development and the Fayette County Housing Authority standards by performing the following duties.

Essential Duties and Responsibilities:

Schedules and performs housing inspections to ensure that components such as electrical, plumbing, heating and ventilating systems, and normal housing accommodations are structurally and functionally operative, and maintained in a customary, safe and sanitary condition according to federal regulations and local codes, safety laws and approved plans, specifications, and standards.

Performs outreach functions for new owners about the Section 8 program.

Provides tenants and landlords with procedural process of the program and refers individuals to appropriate County agencies for assistance.

Schedules and conducts re-inspections of failed housing units.

Assists staff in negotiating contract rent.

Evaluates dwellings prior to and during occupancy to determine the presence of any current or impending structural damage, utility system malfunctions and sub-standard, hazardous or unsanitary housing conditions.

Keeps inspection records and prepares reports for use by administrative authorities.

Confers with Authority management, tenants, landlords, and local code inspector to complete the inspection process and to make recommendations for proper maintenance and repairs.

Maintains knowledge of local codes and HUD housing standards and regulations

Prepares forms and letters advising property owners and tenants of possible deficiencies and time allowed for correcting deficiencies.

Consults file of violation reports and revisits dwellings to verify correction of violations by property owners and tenants.

Prepares forms and letters advising property owners and tenants of deficiencies and time allowed for correcting deficiencies.

Obtains evidence and prepares report concerning violations which have not been corrected.

Performs related work as required

Supervisory Responsibilities

This job has no supervisory responsibilities.

Judy Dinardo
July 5, 2023