

# MUNCIE HOUSING AUTHORITY

## JOB DESCRIPTION

POSITION TITLE:	HQS/NSPIRE Inspector	REPORTS TO:	HCV Manager
DEPARTMENT/DIVISION :	Section 8-HCV	FLSA STATUS:	Non-Exempt
DATE:	May 25, 2023	EMPLOYMENT STATUS:	Full-Time

### Position Summary

Responsible for conducting required inspections for the Section 8 Housing Choice Voucher Program (HCVP), rehabilitation grants, new construction, and existing rental dwellings to ensure compliance with HUD's lead-based paint, Housing Quality Standards (HQS) or National Standards for the Physical Inspection of Real Estate (NSPIRE) , City Code, and ICC Building Code. Performs a variety of inspection and related administrative tasks. Responsible for the Agency receiving at least a satisfactory rating concerning HUD agency scoring systems such as Section 8 Management Assessment Program (SEMAP) and other future HUD required evaluation systems.

### Responsibilities

*The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.*

1. Schedules inspection appointments with Landlords and tenants.
2. Performs, documents, records, and uploads into appropriate system initial, interim, move-out, special, or recertification inspections of units for compliance with HQS/NSPIRE and City Code. Advises owners/landlords and program participants of inspection results, ensures required repairs are completed, and encourages proper maintenance of units. Prepares all inspection-related correspondence, documents, and reports in a timely and accurate manner.
3. Presents HQS/NSPIRE information at applicant, tenant, and moving briefings.
4. Assists with landlord meetings to attract new and maintain current landlords. Ensures the program is landlord-friendly without sacrificing duty to participants and to HUD.
5. Makes home visits as scheduled or as required.
6. Photographs all housekeeping inspections to document conditions at time of inspection.
7. Reports to the HCV Manager all violations that occur that may be life threatening and/or not in compliance with preset standards.
8. Informs the HCV Manager of situations and/or conditions of participants' non-compliance with housing assistance contract and Housing Agency policies.
9. Notifies owners and program participants in writing of unit code HQS/NSPIRE violations so that deficiencies can be corrected within specified time; notifies participants of trash or debris that needs their attention; and notifies participants when employees or contractors will need access to their units.
10. Recommends code-compliant solutions for rehabilitation/repair problems.
11. Assists in mediating disputes between landlords and participants.

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12. Recommends abatement, detainment, and termination of HCVP housing assistance payment contracts and supports the HCV Manager in the preparation of termination of assistance. Sends letter of abatement notice to owner/tenant within specified time period.
13. May conduct utility and rent reasonableness comparability analysis on Section 8 units and may recommend amount of initial contract rent and rent adjustments based on comparable unassisted housing. May maintain Rent Reasonableness comparable information for single-family dwellings, apartments, and duplexes.
14. Performs, documents, and logs participant-complaints and owner damage-claim inspections. Advises parties of results and ensures actions are taken to comply with HQS/NSPIRE .
15. Assists in creating/maintaining landlord/owner and contractor pool.
16. Assists in mediation between contractor and client to resolve differences of opinion and provides building code interpretations and applications as required.
17. Maintains complete records/files for area of responsibility in an accurate and timely manner.
18. Handles documents on a variety of general, personal, and technical topics of a highly confidential nature and maintains the confidentiality of all documents and information received by or in the possession of the employee.
19. Participates in job and certification training; attends continuing education classes for certifications and to stay abreast of current codes, regulations, and laws governing area of responsibility.
20. May greet the general public and explain the HQS/NSPIRE and HUD rules and regulations.
21. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.
22. Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

## **Education and Experience**

Associate degree with three (3) year experience in residential and multi-family building maintenance and inspections or an equivalent combination of experience and education.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- Rent Calculation
- Enterprise Income Verification System (EIV)
- Fair Housing
- Housing Quality Standards (HQS)
- National Standards for the Physical Inspection of Real Estate (NSPIRE)

## **Knowledge and Skills**

1. Thorough knowledge of federal, state and local laws, rules and regulations pertaining to HCVP and Agency policies and procedures on leased housing and HUD Housing Quality Standards (HQS) or National Standards for Physical Inspection of Real Estate (NSPIRE) and inspection procedures.
2. Thorough knowledge of general architectural, engineering, construction, real estate and inspections techniques, principles and procedures applicable to all types of residential structures including foundations, framing, plumbing, HVAC, interiors, and insulation; federal, state and local laws, rules and regulations pertaining to Housing Agency policies and procedures on Housing Quality Standards.

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3. Working knowledge of the principles, practices, and techniques of HCVP housing management; private rental market, client rights and city code standards.
4. Thorough knowledge of business English, and general office practices and procedures; building maintenance and construction methods, and materials and the operation of appropriate peripherals, hardware, and software packages.
5. Must be able to express oneself clearly and concisely, both orally and in writing.
6. Must be able to establish and maintain effective working relationships with other employees, owners/landlords, participant, and other business contacts; and deal effectively with situations requiring tact and diplomacy, yet firmness.
7. Ability to use math with speed and accuracy and prepare clear and concise narrative and statistical reports and maintain accurate records.
8. Must maintain the confidentiality of the Agency's operations.
9. Ability to inspect and determine necessary repair for units to meet City Code and HQS/NSPIRE .
10. Ability to detect defects and faults in construction and to assess compliance with established standards.
11. Ability to work effectively with all types of people and to maintain composure under pressure.

## **Supervision Controls**

The HQS/NSPIRE Inspector receives assignments and instructions from the HCV Manager. The work to be done is usually determined by existing procedures or may be specified by the supervisor. The employee performs routine tasks with minimal or no supervision and must have excellent problem-solving abilities. Unusual situations not covered by instructions or procedures are referred to the supervisor for resolution. The employee's finished work is reviewed regularly for thoroughness, accuracy, completeness, and compliance with inspection requirements through housing quality control inspection samplings and periodic rental market samplings. The employee has no supervisory responsibilities.

## **Guidelines**

The employee performs routine duties by following housing inspection manuals and inspection checklists and leased housing manuals. These guidelines cover most job-related decisions. However, independent judgment is frequently required. The employee consults the supervisor if guidelines do not cover a specific situation.

## **Complexity**

Various aspects of work performed by the employee may be repetitive and routine in nature. The work to be performed is often straightforward, but above average technical and communication skills are required to accomplish tasks. The employee routinely plans, coordinates, and performs the work. The employee must be sensitive and objective in dealing with owner/landlord and participant interactions and resolving problems. Difficulty may be experienced while working in inclement weather or unsanitary conditions.

## **Scope and Effect**

The employee's work affects a significant portion of the units in the Agency's housing programs and the participants and owners. Thorough, effective, accurate, and timely inspections ensure that participants are provided housing that is decent, safe, and sanitary, and that owners are adequately compensated.

## **Personal Contacts**

The employee's contacts are primarily with housing owners, landlords, and tenants. Such contacts require the ability to establish and maintain good working relationships on a long-term basis. The purpose of such contacts is to provide information, guidance, and assistance in maintaining dwellings that are decent, safe, sanitary, and affordable. At times, new landlords and tenants may be skeptical and willing to express different viewpoints.

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## Physical Requirements

*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.*

1. Work is performed both in-office and on-site and involves physical exertion during the inspection of units and sites, including climbing stairs and ladders, walking across roofs, crawling into attics or basements, and examining plumbing, electrical, heating and air conditioning systems, facilities, and equipment.
2. Must be able to establish and maintain effective working relationships with co-workers and persons outside the Agency and perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
3. Must be able to sit and/or stand for up to eight (8) hours at a time while performing work duties.
4. Must be able to bend, stoop, push, and pull in the performance of job-related duties.
5. Must be able to work around various fumes, odors, chemical agents, and solvents.
6. Must be able to use fingers bilaterally and unilaterally to operate testing and office equipment.
7. Must have vision and hearing corrected to perform essential job functions.
8. Must maintain a professional appearance and portray a positive image for the Agency.
9. Must maintain punctuality and attendance as scheduled.
10. An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

## Medicinal and Recreational Marijuana

Marijuana is a Schedule I controlled substance and is illegal under federal law. The Agency observes the common rule of the **Federal Marijuana Law of the Controlled Substances Act** (CSA) (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana and has established the required Drug Free Workplace Policy. Employees are **NOT** permitted to use or possess **any form** of marijuana for medical or recreational purposes. Any applicant for employment who tests positive for marijuana during a pre-employment drug screening shall be ineligible for employment with the Agency. Any applicant for employment who advises the Agency that he/she uses **any form** of marijuana will be ineligible for employment. The Agency is unable to grant a request for reasonable accommodation to use marijuana under any circumstance.

## 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.*

Work involves the normal risks or discomfort associated with an office environment and visits to outdoor developments, sites, dwellings, or facilities, confrontations with clients, and negotiations with housing owners, landlords, managers, and agents. Required site visits may involve exposure to adverse weather and road conditions. Work requires travel throughout the area, performing fieldwork in inclement weather. Position is often required to inspect unsanitary dwellings.

## Other Requirements

1. Must possess a valid driver's license and maintain a good driving record.
2. May be required to work an unusual work schedule.
3. Must be available for occasional overnight travel for training.
4. Must pass employment drug screening and criminal background check.
5. Must work with the highest degree of confidentiality.

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## Read and Acknowledge

The Muncie Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Muncie Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

### READ AND ACKNOWLEDGED

EMPLOYEE NAME: (printed)	
EMPLOYEE SIGNATURE	DATE
AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE	DATE