

Housing Quality Standards (HQS) Inspector

The HQS Inspector assists lower income families in obtaining affordable, decent, safe, and sanitary housing. HQS Inspectors will (at times) educate and counsel tenants and landlords within the scope of matters that pertain to quality standards and lead based paint regulations. They will ensure suitable living environments. This function coordinates with the Housing Choice Voucher (HCV) Rental Assistant Program.

Supervisor: Director of Housing Choice Voucher (HCV) Program

Education/Qualifications:

- Two-year college degree or High School Diploma with construction, inspection, or housing experience.
- HQS Certification and Lead Sampling Technician required within one (1) year of employment.
- Lead Paint Risk Assessor Certification required with four (4) years of employment, update when required.
- Strong oral and written communication skills, personable and able to work with a diverse population.
- Highly motivated, and well-organized individual.
Valid driver's license: and acceptable driving record as defined by the agency' insurance underwriters' requirements.

Key Job Functions:

- Schedule initial / annual inspection per regulations and policy.
- Conduct initial / annual inspections per regulations and policy.
- Make determination of HUD housing quality standards compliance based on inspection information obtained from initial / annual inspection.
- Timely and accurate completion of inspection form and or checklist.
- Timely and accurately enter data collected into Section 8 Housing Choice Voucher System (SHCVS).
- Re inspect non-compliant or deficient units, determine appropriate action to be taken against tenant and or landlord (i.e., abate, terminate or extend);
- Conduct 24 hour / emergency inspections, specials and close out inspections.
- Monitor and re inspect units identified as needing repair; make notification to tenants and or landlords of HUD housing lead-based paint violations as recognized under the Lead based regulations.
- Maintain working knowledge of HUD housing quality standards and lead based paint regulation.
- Adhere to NYS HCF administrative plan and Arbor Housing and Development procedures.
- Assist with agency outreach efforts aimed at attracting and retaining landlords.
- Communicate shared tenant information as it relates to other programs/departments within Arbor Housing and Development.
- Educate/Counsel tenants to family compliance obligations under the rental assistance program. Educate/Counsel landlord's compliance obligations under the rental assistance program.
- Apply best practices in professional relationships when collaborating with other Human Service agencies as it relates to HCV housing program.

Arbor Housing and Developments Expectations:

- Assumes a role model posture, demonstrating *Arbor Housing and Developments Standard of Acceptable Behavior* in every client/tenant/landlord / peer / supervisor-coordinator encounter.
- Adheres to Work Schedule/Attendance and Punctuality as stipulated in Arbor Housing and Development Personnel Policy Manual, *current version*.
- Accepts the responsibility of effectively discharging their role as HCV/HQS Inspector within the HCV/HQS program of Arbor Housing and Development 's;
- Adheres to acceptable standards of work performance, which encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with all policies and procedures.
- Interacts with various authorities and professionals on behalf of the client/tenant/landlord, all in accordance with HIPAA guidelines and agency policy.
- Other duties as assigned by Director of HCV/HQS and the HQS Supervisor or designee.

Physical Demands / Environment

- **Continuous mental and visual attention required.**
- **Typically stoops, kneels, bends, crouch, or crawls.**
- **Daily travel to rental properties throughout Chemung, Steuben, Schuyler, Livingston, and Allegany counties**
- **Otherwise sits, stands, walks, reaches with hands and arms, climb or balance.**
- **Office Setting located at 26 Bridge Street Corning, NY 14830**

Critical features of this job are described above. They may be subject to change at any time due to reasonable accommodation or other reasons. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.