

SPRINGFIELD HOUSING AUTHORITY

200 North Eleventh Street
Springfield, IL 62703

Position Vacancy

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

INSPECTOR

Full-Time Position/Salary: Negotiable

POSITION SUMMARY:

The incumbent performs unit inspections for all existing public housing or HCV units and non-dwelling units; ensures that all units are in compliance with Federal, State, and local housing and building codes (HUD's Uniform Physical Condition Standards and Housing Quality Standards); and protects SHA property by identifying tenant damage.

EDUCATION & EXPERIENCE:

High school graduate; three (3) to five (5) years of experience in construction, maintenance, and repair of systems in residential units and areas of operations such as carpentry, painting, masonry, electrical, plumbing, HVAC, and general structural systems.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Federal, State, local, and housing authority building, health, safety, sanitation, and energy conservation codes and ordinances; Uniform Physical Condition Standards (UPCS) or other standards, processes, procedures, policies, and regulations.

Knowledge of the intricate operations of carpentry, painting, masonry, electrical, plumbing, HVAC, and general structural systems; Knowledge of division's goals and objectives relative to Public Housing Assessment Systems or Section Eight Management Assessment Program (SEMAP) requirements; Knowledge of occupational hazards and applicable precautionary measures; Skill in organizing, planning, monitoring, and following-up as necessary; Skill in the use of office equipment, computers, and software; Skill in typing at least 20-25 WPM with accuracy; Skill in maintaining accurate and complete complex records and generating computerized reports; Ability to work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, and co-workers) in a courteous, confidential, effective, positive, professional, and ethical manner; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver; Ability to drive for extended period time; Ability to ensure all units are in compliance with Federal, State, and local housing and building codes; Ability to read and understand guidance from HUD and SHA, construction documents, plans, and specifications and to detect deviations therefrom.

APPLICATIONS SHOULD BE FORWARDED TO:

Springfield Housing Authority
Department of Human Resources
200 N. Eleventh Street
Springfield, IL 62703

Via e-mail: wendym@sha1.org or fax: 217-753-4421

Employment Applications are Available on the SHA Website:

www.springfieldhousingauthority.org and by clicking on the link below

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=184763075>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 8/20/2024 – 8/29/2024

This position will remain open until filled

County Residency Required Within One Year of Employment

The Springfield Housing Authority is an Equal Opportunity Employer