

SHA Position Description

POSITION TITLE	SALARY RANGE
INSPECTOR	\$30,127.50 - \$45,191.25
DIVISION	GRADE
AMP 1 or Voucher	
EMPLOYMENT STATUS	STATUS
<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Temporary Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Temporary Part-Time	NON - EXEMPT
SUPERVISION	BARGAINING UNIT
REPORTS TO: Asset Manager or Director of HCV / HCV Manager SUPERVISES: None	AFSCME, Local 3982

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 AND 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.

EMPLOYEE SIGNATURE/DATE *(Below)*

MANAGER / DIVISIONAL DIRECTOR SIGNATURE/DATE *(Below)*

- 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.

ESSENTIAL FUNCTIONS:

1. Ensures performance of annual inspections, semi-annual inspections, 60-day move-in inspections, final inspections for maintenance, yard inspections, and special or complaint inspections of all Springfield Housing Authority property or applicant's property; each unit under both programs must be inspected at least annually in efforts to identify problem areas which are in need of repair.
2. Ensures inspections are submitted to the appropriate division for further action or record keeping.
3. Maintains move in and move out inspections of all units and handles internal unit transfers within applicable timeframes.
4. Ensures inspections should then be processed in accordance with prescribed division standard operating procedures.
5. Ensures that each unit is in decent, safe, sanitary conditions, and in good repair; meets HQS or UPCS property standards of the Authority and local codes, and is ready and acceptable for resident occupancy.
6. Provides documentation to Asset Managers or Manager of HCV / Director of HCV as necessary by checking the entire facility to ensure that all structural and mechanical systems work properly (i.e. electrical, plumbing, heating, ventilating, paint, masonry, smoke detectors, and appliances).
7. Maintains housekeeping and yards if applicable; reports unusual circumstances (i.e. unsanitary units, roach or rodent infestation, appearance of excessive number of occupants, unreported pets, safety matters, anti-social behavioral problems, criminal activities, asset accountability, and tenants needing assistance).
8. Applies HUD HQS or UPCS standards to determine pass or fail.
9. Generates failed inspection/non-compliance to lease letters.
10. Follows operational schedules and distribute tenant notices in accordance with SHA SOPs.
11. Maintains all inspection records and files in an efficient and effective manner; reports should be accurate and stand up to scrutiny if inspections are contested.
12. Remains abreast of the new policies and regulations/procedures and trends to ensure SHA units are in quality condition.
13. Ensures compliance with all applicable policies and procedures of the Springfield Housing Authority.
14. Maintains regular and reliable attendance.
15. Contributes to team efforts by performing other duties and responsibilities as required or assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs. Work is subject to seasonal environmental conditions and minimal hazards. The work is heavy and requires up to 75 pounds of force occasionally, and up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Ascending/Descending:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like. Body agility is emphasized.
- **Crawling:** Moving about at a lower level.
- **Crouching:** Bending the body downward and forward.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture.
- **Picking, pinching, typing:** Otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object to grab it with the fingers and palm.
- **Holding:** Picking up and holding an object, or otherwise working, primarily with the whole hand.
- **Detecting:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Bending:** Ability to bend and work from a lower level.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and fingers.
- **Communicating:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken information to others accurately and concisely.
- **Stationary:** Remaining in a stationary position, particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Observing:** Detecting color, depth perception, and field vision.
- **Moving:** Moving about to accomplish tasks, particularly for long distances or moving from one work site to another.

Please note, this job description is not designed to cover nor contain a comprehensive listing of functions that are required of the employee for this job. To perform this job successfully, an individual must possess the minimum qualifications, be able to execute each essential job function proficiently, and meet the physical demands. This job description is not meant to limit the physical demands to certain abilities and if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions and/or meet the physical demands.

This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

The Springfield Housing Authority is an equal opportunity employer, prohibits unlawful discrimination, is a drug free workplace, and complies with ADA regulations.