POSITION DESCRIPTION

**TITLE:** Housing Specialist – Inspections Agent

**CLASSIFICATION:** 1321– Inspector I – B11

**REPORTS TO:** Inspections Supervisor

**SUPERVISES:** None

**PUBLIC CONTACT:** Housing clients, landlords, employers, social service agencies, city and county officials and the general public.

**DECISION LEVEL:** Within guidelines of the Director of Housing

**JOB DESCRIPTION**

Performs journey-level inspection work. Work involves conducting inspections and

quality assurance reviews to ensure compliance with laws, regulations, and agency policies.

May provide guidance to others. Works under general supervision, with moderate latitude for

the use of initiative and independent judgment.

**DUTIES AND RESPONSIBILITIES**

* Conducts inspections for compliance with HUD standards.
* Makes recommendations on how to correct violations and conducts follow-up inspections to determine compliance.
* Prepares, reviews, and maintains inspection records and reports.
* Gathers and analyzes data.
* Responds to inquiries and investigates complaints.
* Reviews compliance monitoring reports and monitors follow-up actions in cases where violations were found.
* May provide guidance to others.
* Performs related work as assigned.

###### GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in inspection work. Graduation from a standard senior high school or equivalent is

generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

* Skill in conducting inspections, determining proper courses of action, using instruments or tools necessary to perform inspections, using applicable computer programs and databases, and maintaining records and written reports.
* Ability to prepare reports, to interpret regulations, to gather and analyze data, to communicate effectively, and to provide guidance to others.

# **Language Skills**

Ability to read, analyze, interpret, and follow regulatory information, manuals and journals. Ability to respond to common inquiries or complaints from customers, or members of the business community. Ability to effectively present information to management, public groups, and customers in a clear, concise, and convincing manner.

**Reasoning Skills**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal effectively with situations that require tact and diplomacy, yet firmness.

# **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific correctable vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee’s work is performed both indoors and outdoors, and involves visits to housing units, residents’ homes and outside agencies.

Registration, Certification, or Licensure

* Must have a current Texas Driver’s License.
* Must maintain a driving record which will meet insurability requirements for automobile insurance.
* Must disclose if you hold secondary employment.
* May be required to submit to periodic drug testing.
* Must pass criminal background check.
* Must not have been involved in the unlawful manufacture, distribution, possession, dispensation, or use of a controlled substance.