

HUD HOUSING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for conducting HUD Section 8 housing inspections for a municipality. The work is carried out in accordance with established procedures and involves determining compliance with housing quality standards set for the HUD Section 8 subsidized housing program. Work is performed under the general supervision of the HUD Section 8 Program Supervisor. Supervision of others is not normally a function of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Conducts housing inspections;

Determines housing compliance;

Contacts owners to schedule appointments;

Advises owners on how to correct deficiencies to meet housing quality standards;

Re-inspects the correction of deficiencies;

Negotiates with owners on compliance dates;

Completes move out inspections to assess damage in determining security deposit claim amount;

Prepares a variety of reports;

Maintains files on a monthly basis;

Attends educational workshops.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of housing inspection techniques, procedures, and practices; working knowledge of HUD Housing Quality Standards; Working knowledge of Section 8 Rent Assistance Program; working knowledge of construction methods and materials; working knowledge of building maintenance problems; ability to establish and maintain effective working relationships; ability to understand and carry out oral and written instruction; ability to prepare simple reports; ability to work independently; ability to communicate solutions of housing maintenance problems to property owners; integrity; physical condition commensurate to the to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of work experience in building construction, rehab, building inspection or substantially similar work.

Note: College level or Vocational Technical training in engineering, construction technology, architecture, carpentry, plumbing, electrical or related training may be substituted for the above work experience on a year-for-year basis.

ULSTER COUNTY
3580 HUD HSE IN
Classification: Competitive
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Adopted: July 17, 1990
Revised: April 13, 2010