

JOB SUMMARY

Perform Housing Choice Voucher inspections utilizing HQS and/or NSPIRE to ensure compliance of recognized policies of the PHA and its Housing Choice Voucher Program, and of the U.S Department of Housing and Urban Development (HUD).

ESSENTIAL JOB FUNCTIONS

1. Conduct routine inspections (annual, move-in/move-out, and special inspections) of dwelling units to ensure quality standards; records inspection results for data tracking.
2. Inspect residential properties and grounds for safety hazards and fire, health, and building code compliance.
3. Evaluate and assure rent rate reasonableness in compliance with HUD.
4. May be required to appear in court in dispute settlements related to Landlord/Tenant disagreements.
5. Issue notices to landlords and tenants, as applicable with PHA policies and procedures.
6. Work with Leasing Specialists and manager regarding tenant moves.
7. Maintain thorough daily and monthly inspection reviews; handle all communication regarding the inspection process.
8. All other duties as assigned.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

High School diploma or GED; or any combination of education and experience that provides the necessary skills and abilities.

Licenses and Certifications

- Valid driver's license and excellent driving record required.
- HQS Certification/NSPIRE Certification must be obtained within six months of employment.

MATERIALS AND EQUIPMENT USED

- Computer
- Camera

- Cell Phone/Tablet
- Tape Measure
- Electric Outlet Tester
- Thermometer
- Calculator
- Vehicle

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals to perform the essential functions.

Must have the ability to drive an automobile, sit for lengthy periods of time, climb stairs, operate office, and field equipment, and generally maintain the mobility necessary to visit sites and affiliated agencies.

The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in both an indoor and outdoor environment with routine exposure to outdoor temperatures, cold, dirt and dust, hot and humid conditions during inspections. These environmental characteristics are representative of employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals to perform the essential functions. The noise level in the work environment is usually moderate.

EMPLOYMENT EXPECTATIONS

Every employee shall know and agree to adhere to the Central Falls Housing Authority's Core Values. It will be the responsibility of the employee to practice these basic principles of service both inside and outside of the agency. Each employee will be held responsible for conducting their behavior in accordance with these values. An employee violating any of these values will be subject to appropriate disciplinary action, up to and including termination, depending upon severity of the violation.

MARIJUANA

Although marijuana has been legalized under Rhode Island law, it is a Schedule I controlled substance and is illegal under Federal law. In accordance with the Drug Free Workplace Act of 1988, the Central Falls Housing Authority, as a recipient of federal funds, must maintain a drug free workplace. Any applicant for employment who tests positive for marijuana.

during a pre-employment drug screening or advises the PHA that he/she uses any form of marijuana, shall be ineligible for employment with the Central Falls Housing Authority.

EQUAL OPPORTUNITY EMPLOYER

Central Falls Housing Authority is an Equal Opportunity Employer (EOE) that is committed to diversity and inclusion in the workplace. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other characteristic protected under applicable federal, state, or local laws.

APPLICATION DEADLINE: Friday, October 6, 2023, by 5:00PM or until filled.

Job Type: Full-time

Pay: Commensurate with experience.

Benefits:

- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 35 hours per week

Work Location: In person