CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION

Position Title:	Housing Inspector
Department:	Housing Department
Reports To:	Housing Director
FLSA Status:	Non-Exempt, Hourly
Employment Status:	Full Time – 70 hours Bi-weekly
Pay Grade:	4

SUMMARY:
The Housing Inspector performs inspections on residential properties for compliance with HUD Housing Choice Voucher Housing Quality Standards (HQS) / National Standards for the Physical Inspection of Real Estate (NSPIRE), Kentucky Building Code, Campbell and Pendleton County and various city Zoning Ordinances, and Property Maintenance Code standards.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:

- Schedules daily inspections and appointments and notifies landlords and tenants;
- Inspects single and multi-family residential buildings to ensure compliance with HQS / NSPIRE;
- Completes and maintains required checklists to document housing conditions;
- Prepares correspondence pertaining to the inspection process;
- Completes and maintains various records pertaining to inspections;
- Performs inspections prior to lease approval, biennial inspections, re-inspections, and special inspections; covering the general aspects of rental property living conditions, including: bathrooms, kitchens, living space and home security, heating and cooling, lighting and electrical fixtures, structural integrity, air quality, plumbing fixtures, lead-based paint, property access, neighborhood condition, pest infestation, and smoke and carbon monoxide detectors;
- Advises property owners and tenants of repairs as necessary, tracks and performs re-inspections timely, accurately, and consistently;
- Monitors and verifies repairs have been completed in accordance with agency policy and regulations;
- Advises owners of contract rent approved by the Housing Authority and negotiates contract rent with owners per affordability factors when necessary;
- Assists in reviewing fair market rents and assessing payment standards;
- Interacts with tenants and owners regarding housing quality, repairs, upkeep and maintenance;
- Collects and maintains information for determining rent reasonableness for properties;
- Performs data entry in compliance with HUD electronic reporting requirements;
- Conducts owner education and outreach;
- Coordinates regular maintenance of any assigned vehicle with County maintenance department; and
- Assumes duties/responsibilities of coworkers and performs other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- General knowledge of applicable building, HVAC, electrical, plumbing, and construction codes and processes;
- Comprehensive knowledge of housing regulations and inspection techniques and ability to detect HQS / NSPIRE violations;
- Knowledge of state and local building and fire code regulations;
- Knowledge of HUD HQS / NSPIRE, established minimum housing standards and regulations, safety practices and procedures, inspection practices and techniques, and construction methods;

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- Ability to perform housing inspections accurately and consistently and assess the need for repairs;
- Ability to interact tactfully and courteously with the public and to establish and maintain effective working relationships with coworkers, county officials and members of the public;
- General computer software, application and systems knowledge and ability to maintain accurate records;
- Ability to prepare and process correspondence pertaining to the inspection process;
- Ability to create and maintain thorough, accurate records;
- Ability to exercise sound judgment;
- Ability to work under general supervision; and
- Excellent communication and interpersonal skills and ability to maintain strict confidentiality.

EDUCATION AND EXPERIENCE:

Two years of experience in the housing Industry, Real Estate, construction, and/or property inspections. Associate's degree in a construction-related area or two years of experience in a construction related field; or any equivalent combination of education and experience.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain a valid Driver's License and acceptable driving record;
- Possession of Housing Choice Voucher Housing Quality Standards Specialist and/or National Standards for the Physical Inspection of Real Estate Certifications or ability to obtain within 60 days from date of hire; and
- Ability to meet the physical demands of the job which include, but are not limited to, sitting, walking standing, reaching, stooping, kneeling, crouching or crawling, climb or balance, and lift and/or move objects that weigh up to up to 50 pounds.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

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Employee Signature Date

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Supervisor Signature Date