



Housing Inspector (Part time)

Date: 08/09/2018

Reports to: Housing Services Director

Department: Housing Services

Classification: Part-time (16 hours per week)

Status: Non-exempt

POSITION SUMMARY:

Effectively provide inspection of various rental properties to ensure such properties are in compliance with Housing Quality Standards related to SEK-CAP rental assistance programs.

ESSENTIAL FUNCTIONS:

- Physically inspect every rental unit for which SEK-CAP provides a rental subsidy.
- Accurately communicate results of inspections to landlords, tenants, and Housing staff.
- Provide follow-up and/or re-inspection of rental properties as needed.
- Maintain and submit completed work orders to Housing staff in a timely manner.
- Account for work time and job results for each work assignment.
- Cross train to provide other Housing Services inspections and job duties as needed.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory training and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Complete required documentation and reports.
- Maintain and assures confidentiality and privacy of SEK-CAP, Inc. customers.
- Uphold and promote the Code of Ethics, Core Values, and Mission Statement of SEK-CAP, Inc.
- Support management decisions both in actions and words.
- Other duties as assigned.
- Obey all traffic regulations and SEK-CAP's vehicle usage policy.

KNOWLEDGE AND EXPERIENCE:

Essential:

1. Ability to work with minimal supervision.
2. Detail oriented.
3. Basic computer skills, with ability to effectively use an iPad
4. Ability to read a manual and follow guidelines.
5. Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible.
6. Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing.
7. Effective organizational and communication skills.
8. Must be of excellent moral character.
9. Ability to establish and maintain positive, effective working relationships with co-workers, community partners, customers, and funding sources.
10. Ability to learn and adapt.

Desired:

1. Previous carpentry, home inspection or home construction experience.
2. Knowledge and application of Housing Quality Standards.

EDUCATION AND QUALIFICATIONS:

1. High School Diploma or its equivalent.
2. Have or be willing to obtain Housing Quality Standards (HQS) Inspection Certification; Lead Based Paint Safe Practices Training Certification; CPR Training; Residential Furnace Inspection Certification; Weatherization Inspector/Auditor Training; Advanced Thermal and Pressure Diagnostics; and Installing Cellulose Insulation Training.
3. Possess current, valid driver’s license and be insurable by the organization’s motor vehicle insurance carrier.
4. Submit to and pass standard criminal history check.
5. Submit to and pass standard drug screen test.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

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

1. Use hands to finger, handle, or feel;
2. Reach with hands and arms;
3. Sit or occasionally stand; walk and stoop, kneel, or crouch;
4. Regularly lift and/or move up to 50 pounds;
5. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus;
6. Occasional exposure to wet and/or humid conditions;
7. Outside weather conditions;
8. Extreme cold and extreme heat;
9. Noise level is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Supervisor

Date