

HOUSING INSPECTOR/MAINTENANCE MECHANIC**PURPOSE AND SCOPE**

First and foremost to provide skilled inspection work in administering and securing compliance to lease and HUD rules and regulations regarding a unit inspection. Position will also have the responsibility of performing scheduled custodial duties at Community Rooms, site offices, and other maintenance calls (lock changes, etc.) as assigned. Under the general supervision of the Maintenance Supervisor.

PRINCIPAL RESPONSIBILITIES

1. Perform Annual unit inspections to determine the condition of the dwelling and the surrounding premises to safeguard the health and safety of the occupants.
2. Make periodic inspections, examinations, and surveys of dwelling units and premises located within the four (4) developments and scattered sites to determine if standards outlined in the lease and other HUD regulations are met.
3. Perform move-in inspections with residents before moving in, to document the condition of the unit, and perform move-out inspections to determine damages chargeable to the tenants. Inspect all turnaround units before move-ins.
4. Prepare written reports of findings and initiate letters to the Maintenance Department and residents listing deficiencies and required repairs as indicated.
5. Work independently in the field which requires decisions of the technical judgment.
6. Serve as a witness on behalf of the Authority if an eviction is required for non-compliance with standards.
7. Assist in walk-through inspections on units that have been modernized, to assist in the compilation of punch lists.
8. Issue "Certificates of Excellence" after annual inspections and develop and implement additional incentives for resident cooperation.
9. Perform home visit evaluations on prospective Housing Authority tenants when necessary.
10. Inspect the exterior of all communities daily/weekly for deficiencies.
11. Review security camera footage for physical deficiencies and tenant concerns.

12. Prepare periodic reports as required, ie., quarterly building inspections, paint inspections, roof inspections, security camera reviews, etc.
13. Perform work order completion to prepare for the completion of the Monthly work order report.
14. Perform lawn & trash inspections, send warning letters, pick up trash/debris and bill tenants accordingly.
15. Perform related work as required.

REQUIREMENTS

Education:

High School Diploma or completion of GED requirements.

Experience:

Two (2) years experience in inspection work or property maintenance or management or equivalent combination of education and experience.

Tasks and Special Skills:

Essential tasks require the position to bend or stoop frequently, ascend/descend stairs and ladders, and will be occasionally required to carry/lift property up to 50lbs from one location to another. Position also works often in outdoor weather conditions.

Must have general knowledge of maintenance work, have intermediate computer skills, and be able to write and communicate clearly, including good letter-writing skills. Must be safety-oriented and possess good organization skills. Must possess a valid Maryland driver's license with a driving record that is acceptable to HACF and insurance carrier.

RELATIONSHIPS

Internal:

Counsel and advise the Director of Housing, Maintenance Supervisor and other HACF staff of information that may affect the operation of the HACF.

External:

Maintain an effective working relationship with HACF employees, residents, and the general public.

SUPERVISION OF PERSONNEL

Total supervised: 0