

**HOUSING AUTHORITY OF BREVARD COUNTY
MELBOURNE HOUSING AUTHORITY**

JOB POSITION

POSITION TITLE: HOUSING/HQS INSPECTOR

NATURE OF WORK:

This position is responsible for conducting housing inspections to ensure all PHA housing units/or Housing Choice Voucher units are decent, safe, and sanitary while complying with state and local standards. Additionally, the position is responsible for Identifying mechanical deficiencies ensuring all housing units are current with NSPIRE and HQS standards. This position reports directly to the Director of Capital Improvements.

TYPICAL DUTIES:

- 1) Create, mail, and/or deliver notices to residents informing them of an inspection with a minimum of 48 hours' notice.
- 2) Schedule and perform annual, special, initial and re-inspections utilizing YARDI software systems.
- 3) Communicate regularly with Landlords, Residents, and Staff through email, phone, and YARDI.
- 4) Educate landlords and tenants about the inspection standards of any house, condo, apartment, duplex, etc.
- 5) Inspect all interior walls, ceilings, floors, windows, doors, electrical, appliances, outlets, switches, breaker panels, plumbing, HVAC, fire extinguishers and smoke detectors.
- 6) Inspect all exterior walls, porches, mailboxes, soffits, fascia, roofing, sidewalks, driveways, cleanouts, hose bibs, electrical panels, fences, yards, trees, and bushes.
- 7) Perform regular housekeeping inspections to ensure that all housing residents are properly maintaining their units by keeping them clean and free of all debris and clutter.
- 8) Call in all emergencies to dispatch and to the working foreman assigned to the area. E.g. Gas leaks, plumbing leaks, electrical hazards, broken windows, or any health and safety issue that could cause bodily harm.
- 9) Schedule and reinspect all emergency deficiencies within a 24-hour period verifying that the emergency has been repaired by the landlord.
- 10) Send inspection reports to the assigned property manager and working foreman upon completion of a property.
- 11) Maintain a running file system containing all inspection reports, logs, etc.
- 12) Must operate the assigned vehicle in a safe manner while also keeping it clean and keeping up with all required maintenance.

JOB DESCRIPTION:**HOUSING INSPECTOR****KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to perform the position in a professional manner that represents the Housing Authority in a positive way.
- Ability to understand oral and written instructions.
- Must display excellent written and oral communication.
- Must possess computer skills with the ability to email, fax, and scan.
- Ability to plan, organize and execute work requirements with minimal supervision.
- Must display excellent customer service with landlords and residents.
- Ability to coordinate with members of a work team.
- Ability to operate the Housing Authorities computer software program.

TRAINING:

Graduation from an accredited high school or equivalent. A combination of education and experience may be considered.

EXPERIENCE:

Minimum of one (1) year experience in housing authority, inspection, maintenance, and/or construction.

Minimum of one (1) year experience using YARDI computer software system preferred but not required.

Minimum of one (1) year experience in customer service.

SPECIAL REQUIREMENTS:

- Employment is contingent upon passing a background investigation and motor vehicle report.
- Incumbent must obtain and maintain a valid Florida driver's license and meet the Authority's insurance provider's requirements to drive a company vehicle.
- Incumbent must be a Brevard County resident or be able to establish residency within six months of employment.



APPLICATION INFORMATION

All qualified applicants will receive due consideration for employment without regard to race, age, religion, sex, color, or national origin. No qualified handicapped person shall, based on the handicap, be subjected to discrimination in employment.

1. EMPLOYEES OF THE HOUSING AUTHORITY: Submit request in writing to Director of Capital Improvements.
2. ALL OTHER APPLICANTS: Apply Online or In Person
3. ADDRESS: Housing Authority of Brevard County, 1401 Guava Ave, Melbourne FL
4. STARTING SALARY: \$18.00