



POSITION DESCRIPTION
Housing Inspector

Reports To:	Staff Member
Department:	Various
Salary Grade:	N/A
FLSA Status:	Non-Exempt
Union:	818
Date Adopted:	March 10, 2010
Revision Dates:	N/A

Position Summary:

This position is responsible for planning and executing all of the organizations' property and unit inspections utilizing relevant inspection standards to insure timely response to deficiencies, referral of problems to property management and to maintain all properties in good repair.

Essential Duties and Responsibilities (include but are not limited to):

- Prepares inspection forms for each unit to be inspected or utilizes an automated inspection system.
- Inspects all dwelling units, structures and premises to determine compliance with Uniform Physical Conditions Inspection Standards (UPCS), Housing Quality Standards (HQS) City of Stamford Health and Housing Codes, Federal Standards and State Statutes.
- Performs quality control inspections for privately managed/owned properties pursuant to the Section 8 Housing Choice Voucher program.
- Prepares and submits inspection reports on each dwelling unit to Maintenance, Property Management and Section 8 Departments, as appropriate.
- Assists Modernization Department in monitoring the progress and compliance of construction/rehabilitation projects and by preparing daily field reports.
- Evaluates corrections of deficiencies of physical facilities.
- Manages and accompanies officials through third party inspections.
- Maintains files, a computer data base and spreadsheets of housing inspections.
- Prepares summaries and detailed reports for internal use as required by regulations.
- Makes referrals to appropriate staff for follow up of non-compliant conditions.
- Re-inspects dwelling units as needed.
- Keeps management informed of status of inspections.
- May be required to perform other related duties as required and/or assigned.

Knowledge, Skills and Abilities:

- Thorough knowledge of housing inspection techniques, procedures and practices.
- Strong knowledge of UPCS, HQS, Federal Standards, State Statutes, local housing and health codes and any other additional inspection standards.
- Ability to understand existing departmental practices and procedures relative to the work order system.
- Thorough knowledge of construction methods, materials and building maintenance principles and practices.
- Excellent ability to effectively communicate orally and in writing with employees, customers, vendors and tenants.
- Ability to work independently, initiate projects with minimal supervision while keeping supervisor informed.
- Exceptional ability to analyze and diagnose housing conditions.
- Knowledge of Charter Oak Communities (COC) procurement policy.

This position description lists the most significant duties of this role. However, this description is not intended to be an all-inclusive list of responsibilities, skills or working conditions associated with the position. Although it is intended to accurately reflect the activities and requirements of the position, duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.



POSITION DESCRIPTION Housing Inspector

Supervisory Responsibilities:

No supervisory responsibility.

Education/Experience Requirements:

Graduation from an accredited college or university with an Associate's Degree in a related discipline is mandatory. In addition, a minimum of four years of experience in inspection and evaluation of dwelling units is required. Construction and/or rehabilitation experience will be considered if combined with proven multiple and general trades experience (Plumbing; Heating & Air Conditioning; Electrical; Carpentry; Masonry). Additional years of experience may be substituted for the education requirement with two years experience replacing one year of college. Graduation from an accredited High School or GED is a minimum requirement. Fluent in English. Spanish, Creole or other foreign language skills preferred.

Additional Requirements:

Database Software, Microsoft Excel, Word and Outlook proficiency. An exam may be administered which will assess competency level in accordance with position description criteria. Currently certified in Lead Based Paint Inspection or ability to be certified within six months of hire date/transfer. Currently certified in relevant inspection standards such as UPCS, HQS, etc. or ability to be certified within six months of hire date/transfer. A current driver's license and the ability to maintain a current license. Pass a pre-employment physical, drug screening, educational background check and criminal investigation.

Physical Requirements:

Provided under separate cover.

This position description lists the most significant duties of this role. However, this description is not intended to be an all-inclusive list of responsibilities, skills or working conditions associated with the position. Although it is intended to accurately reflect the activities and requirements of the position, duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.