



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA**

POSITION VACANCY ANNOUNCEMENT

PVA #020-2022

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 10/26/2022

Deadline: 11/16/2022

**ASSISTANT HOUSING INSPECTOR
(Section 8/ HQS Inspector)**

HOUSING

Salary: \$36,636 per year

Status: Full-Time Regular Position

GENERAL DEFINITION OF WORK:

Performs intermediate semi-skilled work inspecting housing units to determine compliance with Housing Quality Standards, policies, and requirements, identifying required improvements and maintenance, maintaining records and files, entering data, and related work as apparent or assigned. Work is performed under the moderate supervision of the Senior Assisted Housing Inspector.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

TYPICAL TASKS: (Examples Only)

Performs initial, annual, and complaint inspections of housing units for compliance with HUD and Housing Quality standards, local codes, and polices; determines necessary repairs and whether efficient, economical, and timely repairs are being completed; inspects interior, exterior, and ground areas; determines landlord upkeep of the units and tenant housekeeping conditions.

Coordinates inspection with tenants and landlords; discusses needed repairs with property owners;

discusses housing quality with tenants.

Performs quality control checks of required repairs to verify completion and ensures compliance with housing quality standards; conducts reinspections as needed.

Performs special inspections for landlords and clients.

Enters housing quality standards data into a computer system.

Prepares reports and other types of correspondence; maintains files and records.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the proper methods and procedures for inspecting residential properties; general knowledge of electrical, plumbing, and carpentry repairs, installation, and maintenance; general knowledge of trade terminology; some knowledge of the policies, procedures, and activities of the Authority and HUD regarding housing leases/inspections; some knowledge of the practices, methods, materials, and tools used for general property and grounds maintenance; some knowledge of the occupational and safety precautions of the trade; some knowledge of the proper and safe use of equipment, machinery, tools, and chemicals necessary for assignment completion; skill in the operation of trucks and other automotive equipment; skill in performing maintenance, installation, and repair operations incidental to regular duties and/or area of assignment; ability to follow oral and written instructions; ability to perform manual work requiring some physical strength and agility; ability to use a variety of equipment and tools for maintenance including hand tools and testing equipment; ability to exercise adequate safety precautions against safety hazards; ability to establish and maintain effective working relationships with associates, landlords, clients, contractors, outside agencies, vendors, and the general public.

EDUCATION AND EXPERIENCE: (The following requirements may be used to evaluate applicants for employment. When applicable, equivalent substitution will be allowed for differences in experience and education.)

Associates/Technical degree with coursework in business administration, real estate, or related field and moderate experience in building and residential property inspections, or equivalent combination of education and experience.

WORKING CONDITIONS: (Physical Activity)

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work frequently standing and walking and occasionally requires sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions

(non-weather), exposure to fumes or airborne particles and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Obtain Virginia Fair Housing certification within one year of hire.

Complete HCV Inspector, Housing Quality Standard, and US EPA Lead Safety for Renovation, Repair, and Painting training within two years of hire.

Valid driver's license in the Commonwealth of Virginia.