

# Housing Authority of the Cherokee Nation Human Resources Job Description



## Job Title: Housing Inspector

**SUMMARY:** Ensures all units on the program meet Housing Quality Standards (HQS). Conducts, initial, annual and special unit inspections, and completes rent reasonableness determinations. Encourages tenants and owners to maintain units to meet HQS as a minimum, and when possible, above minimum HQS. Provide program information to owners and eligible families in response to inquiries about their respective responsibilities under the lease and housing assistance contracts. Provides inspection reports for the tenant files.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes all of the following. Other duties may be assigned.

Inspect housing rental units to ensure that units approved for the Rental Assistance program meet Housing Quality Standards (HQS).

Conducts initial inspection of units and informs all parties of the required changes and improvements necessary for approval/or that the house meets HQS; the property owner/landlord, tenant RAP Management.

Encourages tenants and owners to maintain unit to Housing Quality Standards as a minimum.

Conducts complaint inspections, advising all parties of the results of tenant damages or owner neglect.

Conducts annual inspection of units on a timely basis.

Provides program information to owners and eligible families in response to inquiries about their respective responsibilities under the lease and HAP Contract.

Makes impartial determinations of conditions which are a result of tenant damages or owner neglect.

Provides guidance to owners on the kinds of repairs

PREPARED BY: HUMAN  
RESOURCES

DEPARTMENT: AS ASSIGNED

REPORTS TO: AS ASSIGNED

PREPARED DATE: 9/19/2013

1<sup>ST</sup> REVISION DATE:

FLSA STATUS: NON EXEMPT

Employees are held accountable  
for all duties and responsibilities of  
this job.

---

necessary so that the unit will pass inspections.

Assures occupancy standards will be met.

Schedules re-inspection date of repairs are necessary, establish timetable for completion.

Records condition of unit prior to tenant moving in to aid in resolving owner/tenant conflicts at the end of the lease term.

Completes inspection form reflecting a pass or fail determination.

Completes reports, filing, and organizing files and paperwork

---

**SUPERVISORY RESPONSIBILITIES:** No supervisory responsibilities.

**RESPONSIBILITIES/ACCOUNTABILITIES:** The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Medium (Assignments received in broad terms with time lines and objectives set.)

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

**EDUCATIONAL REQUIREMENT:** Associate's degree from 2-year College or technical school; or two years (60 credit hours) coursework from 4-year College or university; or three years related experience; or equivalent combination of education and experience.

**EXPERIENCE REQUIREMENT:** An additional 1 year of experience in a related field.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of Database software; Spreadsheet software and Word Processing software.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

**OTHER SKILLS AND ABILITIES:** Must have basic knowledge of local housing codes, construction design standards for accessibility to the handicapped, rehabilitation, and housing systems.

Must be knowledgeable; be thoroughly familiar with the Housing Quality Standards and their application, as well as any local standards.

Must be diplomatic in all contacts with the public.

**OTHER QUALIFICATIONS:** Embraces and implements the Jobs/Language/Community Cherokee Nation Strategy.

**PHYSICAL DEMANDS:** The physical demands 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.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit and taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold; extreme heat; risk of electrical shock and vibration. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of radiation. The noise level in the work environment is usually loud.