



ALBANY HOUSING AUTHORITY

POSTING ANNOUNCEMENT Application Deadline Until Filled

HOUSING AUTHORITY INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for inspecting single and multi-family rental units, commercial spaces, and buildings for compliance with Housing and Urban Development (HUD)'s Housing Quality Standards (HQS), Uniform Physical Condition Standard (UPCS) and related local building codes and regulations. The employee works with considerable independence in accordance with AHA and HUD regulations, policies, and procedures. Duties are independently performed with minimal supervision but are subject to subsequent evaluation by management for completeness, accuracy, and compliance with regulations, policies, and procedures. The class is similar to other housing and building inspection classes in the required knowledge of inspection procedures and building components. However, the Authority Inspector is distinct by virtue of their knowledge of HUD regulations pertaining to housing standards as they relate to occupancy in federal subsidized units. Performs routine inspections and files reports; makes recommendations regarding findings as they may relate to maintenance repairs, fire safety, and risk management procedures. Employees in this class work under the supervision and direction of a Management title and are assigned to that specific department. Supervision is not a responsibility of this class. This title does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

- Inspects buildings, property, Section 8 assisted and public housing units on behalf of the Authority to determine whether quality standard and applicable City housing codes, are being complied with. Observes by means of a physical inspection with the use of reporting assessment sheets that units are in compliance with Federal regulations;
- Reports violations to agencies or employees of the Authority to affect compliance, or if less severe, to the Housing Managers or the Insurance Manager and then performs follow-up inspections to insure that necessary repairs or deficiencies have been corrected within a timely manner;
- Follows a prepared schedule for inspections to be done within specific time frames, prepares written reports concerning findings and /or deficiencies;
- Inspections of buildings include exterior interior conditions, as well as inspection of grounds. Inspections may be an annual event or the result of an accident/incident or claim as it relates to the Authority Risk Management procedures and guidelines.
- Reports may be prepared on follow up inspections and work orders to assess if deficiencies have been addressed;
- Participates in staff meetings to provide status reports on the progress of inspection schedules and completed work assignments;
- Maintains files and records pertaining to inspections and related preventive maintenance programs; documents units unavailable for inspection by providing reasonable justification for missed appointments.
- May be required to respond to complaints of violations as they relate to public and section 8 housing violations. Required to document complaints in writing upon the completion of the inspected unit.

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- May assist Authority personnel in inspection of and re-inspection of occupied and/or vacant housing units as required;
- Assists with the inspections of housing units being considered for the Authority's housing assistance payment programs such as the HUD Housing Choice Voucher Program.
- Relieve Dispatcher for morning, lunch, and afternoon breaks. May also be responsible for covering dispatch when the dispatcher is unavailable.

REQUIREMENTS:

- Knowledge of inspection procedures used to examine building components to identify unsafe or unsanitary conditions;
- Knowledge of building components in housing units inclusive of structural, mechanical, electrical, lighting and major kitchen appliances;
- Working knowledge of housing codes, laws and regulations of the City of Albany regarding building violations, fire and safety codes and the U.S. Department of Housing and Urban Development housing quality standards;
- Ability to identify using written reports deficiencies in buildings within AHA Public Housing properties and the private housing market;
- Ability to observe via a thorough physical inspection any violations, damages and/or unit or building repair needs;
- Ability to communicate in a positive manner to the public both by means of discussion and written format;
- Ability to establish and maintain effective professional relationships with all;
- Ability to maintain accurate records and documentation pertinent to the inspection process;
- Good organizational skills;
- Ability to follow directions;
- Ability to observe with tact environmental living conditions that may be adverse;
- Ability to climb stairs or ladders, crawl on hands and knees, or stoop to access building components or equipment in hard to reach places;
- Courtesy;
- Good judgment
- Physical condition commensurate with the demands of the duties of the position;

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or vocational school with an Associate's Degree in Architectural Technology, Building Construction Technology, Business Administration, or a related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid work experience in the inspection, construction, repair of their components or administration of multiple unit housing; **OR**
- (C) Any equivalent combination of training and experience described (a) or (b) above.

SPECIAL REQUIREMENTS:

Possession of a valid NYS Driver's License, personal vehicle is required at time of appointment. Mileage reimbursement will be made available at the IRS allowable rate.

Upon successful completion of the New York State Uniform Fire Prevention and Building Code training course and receipt of Certification as a Code Enforcement Official, permanent appointment to the title pursuant to civil service rules, and other related training; the incumbent will be upgraded to a grade 8 assuming the recommendation of the department head and approval of the Executive Director. The status of the certification must remain active and in good standing in order to maintain the grade 8 status.

Grade: 7

Salary: \$37,427

Hours: 37.5 per week (M-F)

Anyone who is interested in applying for this job should forward a resume AND application to:

Personnel Department
Albany Housing Authority
200 South Pearl Street
Albany, New York 12202
info@albanyhousing.org

****APPLICANTS MUST MEET THE REQUIREMENTS AS OUTLINED ABOVE.**

THIS POSITION IS A COMPETITIVE CIVIL SERVICE POSITION (RESIDENCY REQUIREMENTS ARE BELOW) THAT MAY BE FILLED ON A PROVISIONAL BASIS PENDING THE OUTCOME OF THE CIVIL SERVICE EXAMINATION.

*Applicants for competitive examination must be a **legal resident** on the date of the examination and must have been a legal resident of the CITY OF ALBANY for at least thirty (30) days immediately preceding the date of such examination, unless otherwise mandated by law. This residence requirement may be suspended or reduced by the commission in cases where recruitment difficulties make such requirement disadvantageous to the public interest.*

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