



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400 | www.PCHAWA.org

JOB DESCRIPTION: HQS Inspector

TITLE:	Housing Quality Standards (HQS) Inspector
REPORTS TO:	Deputy Executive Director
SALARY RANGE:	\$25.00 - \$36.00/ hourly PCHA Benefits Package
SHIFT/SCHEDULE:	Hourly, Non-Exempt Union

The Pierce County Housing Authority (PCHA) is a public body created by Pierce County's Board of Supervisors (now County Council) in 1978 according to State statute (RCW35.82). The mission of the Pierce County Housing Authority is to provide safe, decent, affordable housing and economic opportunity free from discrimination. PCHA currently operates 121 Low-Income Public Housing units, 20 Units of USDA/RD Housing, administers approximately 3,003 Section 8/HCV program vouchers, and an Enterprise Portfolio comprising approximately 670 units. Additional grants are received periodically for the Renovation and Modernization of existing facilities and in support of our Family Self-Sufficiency Programs. Currently, the Pierce County Housing Authority employs approximately 40 individuals.

BASIC FUNCTION

The HQS Inspector position is a non-exempt, union/bargaining position in the Supported Housing Department of Pierce County Housing Authority. Under general administration of the Deputy Executive Director, the HQS Inspector will perform all functions of an inspection as well as its administration for the Housing Choice Voucher (HCV) Program. The position involves traveling across Pierce County while conducting HQS Inspections and documentation of the condition of units at the time of inspection. In addition, the role will involve frequent personal contact with landlords, owners, property management companies and residents to schedule and enforce HUD defined Housing Quality Standards compliance. Employee must exercise independent judgment, excellent time management, and initiative in performing assigned duties, as well as courtesy, tact, and firmness in extensive contact with residents and landlords.

This position is part of a Collective Bargaining Agreement with Office and Professional Employees International Union (OPEIU) Local 8.

ESSENTIAL FUNCTIONS

- Performs and documents initial, annual, and special inspections of units in the Housing Choice Voucher programs for compliance with the Housing Quality Standards (HQS).
- Performs re-inspections when needed. Advises owners and residents of inspection results and encourages all parties to maintain units properly.
- Confirms that unit is the size noted on the contract and which utilities are provided by the owner and tenant.
- Notifies owner and resident in writing of specific HQS violations so deficiencies can be corrected within the time specified by HUD and Pierce County Housing Authority Administration Plan.

- Conducts rent reasonableness comparability analyses and recommends amount of contract rent and rent increases based on comparable unassisted housing in the neighborhood.
- Investigates and documents owner and resident complaints. Refers information to the appropriate staff.
- Determines whether the owner, resident, or both are responsible for units failing HQS, based upon observable evidence, experience and HUD regulations.
- When units fail the HQS inspection, recommends abatement of Housing Assistance Payment (HAP) or termination of housing assistance, as appropriate.
- Practices good customer service skills and professional courtesy in the performance of duties.
- Informs staff of situations resulting in owners or resident's noncompliance with HAP contract, lease or Pierce County Housing Authority Administration Plan.
- Performs clerical duties associated with inspections such as typing, computer data entry, copying, preparing correspondence, and maintaining files for all types of inspections.
- Submits monthly performance reports as required.
- **NOTE:** This job function describes primary duties only. It is not to be considered a detailed listing of all required tasks.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Excellent communication skills (written and oral).
- Customer service experience.
- Satisfactory completion of Nan McKay HQS training program with a score of 85% or higher within 60 days of hire
- Good attention to detail.
- Highly organized.
- Ability to establish and maintain effective working relationships with colleagues, participants, landlords, and the general public.
- Knowledge of local, state, and federal Fair Housing Law.
- Ability to work effectively as a member of the team.
- Desire and ability to work with people of various cultural and socioeconomic backgrounds.
- Ability to work without close supervision.

PREFERRED QUALIFICATIONS

- College degree, Associate's, or Bachelor's degree, with major course work in liberal arts, social services, business administration, or related field. Directly relevant experience will be considered in lieu of required degree.
- Excellent verbal and written communication skills, as well as negotiation, problem-solving, outcome measurement and analysis skills
- Mission-driven experience with a focus on serving the public.
- Must demonstrate high degree of integrity, ethics, and respect for others.

MINIMUM REQUIREMENTS

- **EDUCATION:** A minimum of a High School diploma or equivalent
- **EXPERIENCE:** At least three (3) years of progressively responsible public housing or nonprofit social service program oversight experience.
- **LICENSES AND OTHER REQUIREMENTS:** Valid Washington Driver's License with an insurable driving record. Consent to and pass criminal record background check in accordance with position requirements, including but not limited to HUD guidelines.

WORKING CONDITIONS

- **WORK SCHEDULE:** Keep office hours sufficient to serve the public and manage staff; Monday through Thursday (10-hour shifts), or Monday through Friday (8-hour shifts), some weekends and holidays if the need arises,
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and calculator.
- Seeing to read various data both on paper and computer screen. Accommodations can be made as necessary for individuals with visual impairments.
- Bending at the waist to retrieve materials.
- May include lifting up to 50 lbs.
- **HAZARDS:** Contact with dissatisfied or abusive individuals

EQUAL OPPORTUNITY

Pierce County Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

APPLICATION REQUIREMENTS AND PROCESS

- Submit both a one-page cover letter and resume.
 - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job announcement.
 - Resume should detail all education and experience that qualifies you for this position.
- **SUBMIT:** Email cover letter and email as attachments to HumanResources@pchawa.org with SUBJECT Line of "HQS Inspector– Your Last Name, Your First Name"
OR mail to:
 - Human Resources
 - 603 South Polk Street, Bldg. C
 - Tacoma, WA 98444
- Questions may be addressed to:
 - Ney Calhoun, Human Resources Manager
 - humanresources@pchawa.org
 - 253-620-5420
- **DUE DATE:** Position open until filled.