

HOUSING AUTHORITY INSPECTOR
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for inspecting public housing units of the Albany Housing Authority to insure that the residents comply with the Albany Housing codes, regulations of the Federal Department of Housing and Urban Development (HUD) and related local housing codes and regulations. The class is similar to other housing and building inspection classes in the required knowledge of inspection procedure and building components. However, the Authority Inspector is distinct by virtue of its knowledge of HUD regulations pertaining to housing standards relating to occupancy. Employees in this class are under the general supervision of a higher level employee. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative only)

- Inspects building components of public housing units operated by the Housing Authority to determine whether violations of applicable City housing codes and Federal regulations exist;
- Reports violations to agencies or employees of the Authority to effect compliance, or if less severe, to the Housing Managers, and performs follow-up inspection to insure necessary repairs or deficiencies have been corrected;
- Schedules inspections; notifies tenants and managers, and prepares final reports concerning findings and/or deficiencies using automated computer equipment;
- Maintains files and records pertaining to inspections and related preventative maintenance programs;
- Assists other Authority personnel in inspection/re-inspection of occupied and vacated housing units;
- Assists in the inspection of housing units being considered for the housing assistance payments program under Section 8 of the Federal HUD Administration Rules and Regulations, as required by the Supervisor;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of inspection procedures used to examine building components to identify unsafe or unsanitary conditions;
- Good knowledge of building components in public housing inclusive of structural, mechanical, electrical, lighting and major kitchen appliances;
- Working knowledge of housing codes, laws and regulations of the City of Albany and Federal Department of Housing and Urban Development;
- Ability to identify deficiencies in building components through physical inspection;
- Ability to communicate in oral and written form;
- Working knowledge of personal computers and office equipment;
- Ability to relate well with tenants and others during the inspection process;

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- Ability to keep records pertinent to the inspection process;
- Ability to follow directions;
- Ability to observe discerningly as to general environmental living conditions;
- Tact and courtesy;
- Good judgment;
- Physical condition commensurate with 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 REQUIREMENT:

Possession of a valid New York State Driver's License at time of appointment and for duration of employment. Vehicle may be necessary.

Revised: 10/21/81
4/20/83
8/30/95
2/01