

## **SENIOR HOUSING AUTHORITY INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general supervision of the Director of Security, the Senior Housing Inspector will assist the Director of Security with ongoing inspection activities. The incumbent has ready access to supervisory personnel but is expected to possess good independent judgement and common sense to make routine decisions as to prioritizing work, delivering excellent customer service and preserving the value and condition of any assisted property. The incumbent may provide general supervision to housing inspectors in the performance of their duties. This title assigned responsibilities insure that residents and homeowners alike comply with Albany Housing Authority Quality Standards and Code regulations as defined by the U.S. 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 procedures and building components. However, the Senior Housing 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.

### **TYPICAL WORK ACTIVITIES:** (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;
- Responsible for reporting violations to agencies or employees of the Authority to affect compliance, or if less severe, to the Housing Managers or the Director of Security 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, notifies tenants, property owners, landlords and housing managers and prepares written reports concerning findings and /or deficiencies;
- Performs inspections of buildings' exterior and interior conditions, as well as inspection of grounds;
- May perform inspections as a result of accident or liability claims as it relates to the Authority Risk Management procedures and guidelines;
- Responsible for preparation of reports on follow up inspections 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;

- Responsible for responding 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;
- Assists 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 Section 8 Housing Assistance Program.
- Responsible for home visits of new resident moving in public housing, and the following inspections: re-inspections, complaints, site, building, commercial lease space, and claims/incident;
- Responsible for training of housing authority inspectors, and guidance regarding certifications.
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of inspection procedures used to examine building components to identify unsafe or unsanitary conditions;
- Thorough knowledge of building components in public housing inclusive of structural, mechanical, electrical, lighting and major kitchen appliances;
- Good knowledge of housing codes, laws and regulations of the City of Albany and Federal Department of Housing and Urban Development;
- Good knowledge of personal computers and office equipment;
- Ability to identify using written reports deficiencies in building within Albany Housing Authority 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 oral and written form;
- Ability to relate well with the public, tenants, property owners, AHA staff and others during the inspection process;
- Ability to maintain accurate 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 and six (6) years of full-time paid work experience in the inspection, construction, repair of their components or administration of multiple unit housing; **OR**

- (B) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of full-time paid work experience in the inspection, construction, repair of their components or administration of multiple unit housing; **OR**
- (C) A satisfactory equivalent combination of training and experience defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

- A valid New York State driver's license is required at the time of appointment and for the duration of employment. Vehicle may be necessary.
- Currently hold the certification of New York State Code Official from the NYS Division of Building Standards and Codes