

Housing Inspector

The Community Shelter Board (CSB) seeks a non-exempt, full-time Housing Inspector.

Community Shelter Board is an award-winning non-profit organization leading a community effort to make sure everyone has a place to call home. We are seeking a professional, self-motivated team member who will be responsible for working with the Housing Director to insure compliance with federal Housing Quality Standards (HQS) and lead-based paint requirements for CSB's housing programs. This position is primarily concerned with ensuring high quality housing for recipients of rental assistance and leasing assistance funded by the U.S. Department of Housing and Urban Development (HUD).

You'll have the opportunity to work in a fast-paced environment in this full-time position. Minimum qualifications are

- Ability to physically complete housing inspections
- At least one year of experience conducting inspections of property
- Reliable personal transportation
- Valid Ohio driver's license and proof of automobile insurance

Experience working in a not-for-profit setting and working with homeless and/or other disadvantaged populations are strongly preferred.

CSB offers a competitive salary, an excellent benefit program including health, dental, and vision insurance coverage, life insurance, 401(k) plan and employer retirement plan, flexible spending accounts, and generous paid time off. We also offer an attractive, comfortable work setting and free parking. Learn more about CSB at www.csb.org. Interested applicants should submit a cover letter and resume to hire@csb.org by September 16, 2020. Community Shelter Board is an Equal Opportunity Employer and conforms to all applicable employment practices. We strongly encourage diverse applicants to apply.

Title of Position: Housing Inspector

Hiring Range: \$40,000 - \$50,000

Status: Non-Exempt, full-time

Benefits: Medical, prescription, dental, vision, life, disability, retirement plan, Section 125 cafeteria benefit plan, and paid leave.

Reports to: Housing Director

Unit: Housing Department

BASIC FUNCTION

This position is responsible for working with the Housing Director to insure compliance with federal Housing Quality Standards (HQS) and lead-based paint requirements for CSB's housing programs.

EFFECT ON END RESULTS

This position is primarily concerned with the achievement of the goals for the organization by ensuring high quality housing for recipients of rental assistance and leasing assistance funded by the U.S. Department of Housing and Urban Development (HUD).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Schedules and performs all initial, annual, re-inspection, and complaint driven housing inspections required for CSB's housing programs, coordinating with landlords.
2. Insures compliance with HUD HQS and lead-based paint requirements.

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Job Posting

3. Tracks and completes annual inspection and re-inspections of each unit, coordinating with landlords. Responds to off-schedule unit inspection requests, as needed.
4. Performs an average of 5 inspections/re-inspections per day. Schedules inspections within 24-hours of request and documents results within 24-hours of inspection completion. Works with Housing Director and landlords to re-inspect units as necessary.
5. Works with Housing Director and landlords to track maintenance issues and unit turnovers. Assists in working with landlords to process unit abatements, escrow rent, and process evictions, as needed.
6. Checks with the City for any open housing code violations and follows up with the appropriate City inspector.
7. Reports a list of units quarterly to the Ohio Department of Health to confirm compliance with lead-based paint requirements.
8. Establishes and maintains a professional rapport with supportive services providers and private landlords.
9. Attends housing trainings and planning meetings.
10. Conducts inspection training for CSB staff and Partner Agencies as needed.
11. Responds to all concerns by tenants, supportive services providers and landlords.
12. Maintains physical and electronic records, in accordance with HUD and CSB requirements.
13. Provides support for special program development, as requested.

OTHER FUNCTIONS

1. Assesses tenant lease, rent, utility allowance, HUD Fair Market Rent, and rent reasonableness compliance, as needed.
2. Attends other agency and/or organizational meetings as requested.
3. Assures that effective communication is maintained within areas of responsibility.
4. Provides back-up staffing for the Housing Department, as needed.
5. Maintains complete and adequate files, records, and documentation.
6. Effectively collaborates internally with other CSB staff to ensure best possible work products are delivered.
7. Recommends and implements techniques to improve productivity, increase efficiencies, cut costs, takes advantage of opportunities and implements state-of-the-art practices. Keeps abreast of current trends and practices in field of expertise.
8. Active participant in staff meetings.
9. Other duties as requested.

KEY LEADERSHIP COMPETENCIES

1. Demonstrates real empathy and concern for others.
1. Is adept at gaining the trust and respect of both internal and external customers; dedicated to meeting customer expectations and requirements.
2. Can accurately plan projects/tasks with regards to length and difficulty. Can set objectives and goals and anticipate plan for roadblocks. Can establish processes in order to work efficiently. Is able to plan tasks and projects in a detailed and thorough manner.
3. Is able to focus on critical tasks, appropriate time accordingly, and make decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure.
4. Written communications convey messages and information in a clear and concise manner.

SKILLS, KNOWLEDGE & ABILITIES

1. HUD-certified lead-based paint visual inspector
<https://apps.hud.gov/offices/lead/training/visualassessment/h00101.htm>

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2. Possession of or willingness to attain a valid certification as a Property Maintenance and Housing Inspector from the International Code Council.
3. Knowledge of the HUD HQS and Lead-Based Paint Visual Assessment, HQS certification preferred.
4. Knowledge of state and local housing codes, licensing requirements, and any other standards regarding the condition of a structure and the operation of the housing and/or services.
5. Flexibility to work evenings and weekends as needed.
6. Knowledge of issues related to homelessness preferred.
7. Excellent communication skills, both oral and written.
8. Demonstrated ability to accurately attend to detail.
9. Skilled in Microsoft Outlook, Word, Excel, and Internet.

PHYSICAL OR MENTAL DEMANDS

1. Able to physically complete housing inspections.
2. Ability to prioritize and complete multiple tasks within given time limitations.
3. Strong analytical and reasoning abilities.
4. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible.
5. Ability to establish credibility and be decisive while supporting the agency's needs and priorities.

EDUCATION/EXPERIENCE & OTHER REQUIREMENTS

1. Congruence with agency mission and values
2. At least one year of experience conducting inspections of property
3. Experience working in a not-for-profit setting preferred
4. Experience working with homeless and/or other disadvantaged populations preferred
5. Reliable personal transportation required
6. Must have a valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check

Job Outcomes Monitoring and Reporting:

1. Documented quarterly job performance discussion with supervisor.

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