

Position: HQS Inspector

Reports to: HQS Program Manager

FLSA Status: Non-Exempt

Full or Part-time: Full-time

Summary: The HQS Inspector is responsible for ensuring all HIV/AIDS subsidized units meet federal, state, and local requirements.

Primary Responsibilities

- Work as directed to support the HOPE Atlanta organization and team members
- Inspect properties, including grounds, structures, building systems and equipment, for compliance with HUD Housing Quality Standards (HQS).
- Inspect properties for compliance with applicable local building codes and zoning ordinances that have been added to the HQS requirements.
- Complete HQS inspections and reports, including quality control, complaint, initial, annual re-inspections, special inspections and other inspections as assigned.
- Coordinate all inspections with landlords / property management
- Identify and cite HQS deficiencies, discuss and document with owner/tenant, and prepare deficiency lists, memos, and reports. This should include establishing deadlines for the completion of work
- Perform visual inspections on units identified as containing Lead Based Paint (LBP) to determine if LBP surfaces are deteriorating. Perform a visual LBP related inspection of soil and ground conditions as well.
- Whenever entering a unit for a purpose other than an inspection, note any observed HQS deficiencies. This should include testing the smoke detectors whenever entering a unit
- Provide information to HOPE Atlanta supervisor on units that do not qualify as HQS findings so that meetings can be scheduled to identify needed action.
- Obtain Environmental Reviews for each subsidized facility in coordination with the City of Atlanta or appropriate jurisdiction
- Conduct analysis of market and property, recommend and/or negotiate contract rent
- For master-leased units, coordinate maintenance or repair requests initiated by the client or case manager

Knowledge, Skills and Abilities

- Working knowledge of HUD and HQS standards; HQS inspection certification strongly preferred
- Knowledge of working trades, principles, and practices necessary to conduct HQS inspections
- Knowledge of metro Atlanta's rental market
- Accurate math skills
- Strong telephone etiquette

- Strong organization, critical thinking, problem solving, communication and creative skills
- Proficient in Microsoft Office Suite and cloud-based HMIS in a Windows environment
- Ability to prioritize multiple projects while meeting key deadlines
- Strong professional writing and communication skills
- Ability to inspect crawl spaces, attics, roofs: which requires climbing ladders and crawling under buildings
- Willingness to be in an environment that presents periodic unsanitary conditions and stressful situations in occupied and unoccupied residences
- Strong understanding and working knowledge of the program's confidentiality procedures

Education, Experience, and Licensure

- High school degree and vocational/technical school degree in an affiliated trade
- Two years experience working in property management, building inspections, construction, or a technical trade such as plumbing, electrical or HVAC (an additional two years experience may substitute for the vocational school requirement)
- At least 1 year experience conducting housing inspections
- Valid drivers license and reliable transportation
- Must obtain visual Lead Based Paint inspection credential within first month
- Must obtain CPR and First Aid certification within the first month
- Must obtain HQS certification within first six months