

POSITION OPENING: **Housing Inspector**

DEPARTMENT: **Asset Management/Section 8**

APPLICATION DEADLINE: **Until filled**

HOUSING INSPECTOR: Under general supervision, the purpose of the position is to perform inspections for the HPHA. Employees in this classification perform skilled work. Position is responsible for performing initial inspections, special inspections, and maintenance checks for repairs for houses, apartments, and SRO.

Inspects houses, apartments, and SRO and ensures rent is comparable to condition. Prepares data reports concerning inspections and inputs inspection data into computer system. Conducts annual inspections on all housing for Housing Authority. Conducts special inspections on vacant and problem housing. Inspects maintenance repairs performed. Answers phone calls relating to inspections. Updates rent comparable. Plans and organizes inspection of Section 8 and public housing units. Coordinates and schedules Section 8 inspections; (new, portable-in, special, failure inspections), inspection Section 8 housing units; preparing inspection and failure reports. . Communicates with the general public, applicants, participants and landlord property owners in order to conduct inspection of Section 8 and PH units. Performs related duties as directed;

MINIMUM TRAINING AND EXPERIENCE: Vocational/Technical degree with training emphasis in construction and building; supplemented by minimum three (3) to five (5) years previous experience and/or training that includes HQS, building and construction inspections, and housing types; or any equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS: Must possess a valid driver's license issued by the State of North Carolina with good driving record. **Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (5-50 pounds)

HOW TO APPLY: * COMPLETE THE APPLICATION AND SUBMIT WITH RESUME TO: DIRECTOR OF HR, HIGH POINT HOUSING AUTHORITY, P. O. BOX 1779, HIGH POINT, NC 27261 – OR – * PICK UP AN EMPLOYMENT APPLICATION FROM THE HPHA OFFICE AT 500 E. RUSSELL AVENUE, HIGH POINT, NC 27260 AND SUBMIT WITH RESUME

– OR – *APPLICATIONS, RESUMES AND SALARY INFORMATION MAY BE SENT VIA INTERNET TO
RMATTHEWS@HPHA.NET.

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* APPLY ONLINE AT
[HTTPS://WWW.HPHA.NET/EMPLOYMENTAPPLICATION.PDF](https://www.hpha.net/employmentapplication.pdf) ALWAYS INCLUDE SALARY HISTORY AND REQUIREMENTS. A COMPLETED APPLICATION IS REQUIRED FOR CONSIDERATION.