



*Our Door is
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OFFICE 630.690.3555 | 711 E. Roosevelt Road
FAX 630.690.0702 | Wheaton, IL 60187

www.DuPageHousing.org

Inspector

DuPage Housing Authority
Wheaton, IL

Apply: careers@dupagehousing.org

Full-time

FLSA: Nonexempt

Position Description:

Under the direct supervision of the Program Manager, the position of Inspector will be responsible for conducting Housing Quality Standards (HQS) inspections in accordance with the guidelines of HUD's Housing Quality Standards and contracted Housing Authority's administrative plan.

Essential Duties and Responsibilities:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Conducts various types of inspections: Initial Inspections, Annual Inspections, Re-Inspections, and special inspections
- Send repair, termination, and abatement letters
- Maintains knowledge of Housing Quality Standards (HQS)/INSPIRE, HUD regulations and local code
- Prepare and present ideas in a clear and concise manner, both orally and in written form
- Establish, maintain, and promote effective working relationships with departmental employees, co-workers, vendors, consultants, contractors, and landlords/tenants; display ability to effectively communicate with people from a broad range of socio-economic backgrounds
- Completes full inspection of housing units and documents findings on the approved HUD Forms.
- Conduct all job functions in alignment with the PHA's Administrative Plan, HUD regulations and other state and local requirements
- Documents all inspection results in the agency approved electronic database and completes all documents as needed
- Responsible for scheduling inspections of housing units for new tenants as well as annual re- inspections in a timely manner and according to deadlines established by DuPage/Kendall Housing Authority
- Repair letters should be done within 5 business days of inspection
- Work with landlords and re-inspect units to make sure the necessary repairs are completed
- Runs SEMAP (Indicator # 6) report to monitor results of inspections to ensure SEMAP scores are met
- Responsible for updating and keeping current forms and letters sent to Tenants / Landlords
- Responsible for assisting in termination hearings pertaining to inspection related issues
- May act as a mediator between landlords and clients

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- Provides excellent customer service
- Responsible for file documentation, completions and storage in a manner that ensures compliance with HUD and DHA standards
- Obtain certification in Housing Quality Standards (HQS) with passing score of 80% or more required within 120 days of employment
- Performs all other duties as directed by the Program Manager

Required Skills/Abilities:

- Excellent organizational and time management skills required
- Accurate and strong attention to details
- Ability to multitask various assignments with analysis
- Ensures the accurate and timely input of all data required to comply with HUD or agency data systems including EIV, PIC, WASS, YARDI
- Excellent communication skills, which include the ability to adjust communication style based on audience (individual or group) (internal or external customers). Includes active listening skills, ability to give clear, concise, and thorough explanations of rules and regulations of the program to participants and property owners
- Must be team-oriented, which includes assisting others as needed, as well as contributing positively by exemplifying good work habits and offering positive suggestions that promote team harmony and contributes to a positive team dynamic
- Must be self-motivated and adaptable to changing priorities in a high-volume, deadline driven

Education and Experience

- This position requires a high school diploma or GED; Some college preferred
- 1-2 years of relevant field experience in property maintenance, housing inspections or construction preferred
- Must have a current valid Driver's License and proof of liability insurance on an annual basis

Physical Requirements

- Must be able to drive to conduct inspections
- Must be physically fit for walking, bending and climbing stairs to perform inspections
- Must be able to lift up to 15 pounds at a time
- Must be able to spend up to 50% or more of their hours on the computer and/or an inspection device
- Is subject to outdoor weather conditions when they must drive to designated inspections. Weather and driving conditions may affect how the Inspector performs their responsibilities

Pay Range:

\$26.67 - \$29.74 per hour

Benefits:

Medical, Dental, Vision, Life Insurance, 401(a) & 457(b) Retirement Plans

Inspector