

## JOB POSTING

### HQS Inspector

*Under the supervision of the Inspection Manager, the HQS Inspector inspects units timely as required within the operation of the Section 8 Rental Assistance Program process and other housing programs and initiatives in Marion County under the jurisdiction of the Indianapolis Housing Agency. Must be able to read, interpret, communicate, implement, and enforce rules and regulations of the Section 8 program as they relate to inspections. HQS Inspector is expected to exceed the requirements and production of a Housing Inspector and will be asked to perform more complicated assignments, including but not limited to providing peer reviews, running and reviewing reports and training staff both in class room style and in the field. The HQS Inspector will be required to complete a minimum of 15 inspections daily. Completion of inspection includes the timely processing of the necessary work relevant to documenting, required data entry, and notifying all parties, in writing, of the outcome of the inspections.*

Responsibilities include, but are not limited to:

- Serving as field inspector to make inspections, at least annually, for all housing units in the program, contacting landlord to make necessary repairs within a specific length of time and making re-inspection of the units to assure compliance with Section 8 rules and regulations.
- Conducting initial, and re-inspections of housing for code violations and conferring with individual property owners/managers and contractors relevant to correcting violations and effecting required repairs.
- Making determination, negotiating, and determining rent reasonableness in compliance with HUD policies and Agency procedures.
- Conducting Lead-Based Paint Requirement (e.g., to make visual assessment for deteriorated paint surfaces at annual and initial inspections; assuring clearance examinations are conducted when required; meeting requirements for children under age six.
- Determining utility types within the unit and indicating on the HUD-52667 showing who pays (owner or tenant) for said utilities.
- Conducting final housing inspection to determine compliance with the housing code, and certifying housing for occupancy when all requirements have been met.
- Investigating complaints (i.e., abandoned homes, conditions that are alleged to constitute a menace to health or welfare by the unlawful accumulation of debris, rubbish, trash or a dense growth of trees, vines and underbrush, evidence of rodents, etc.) on assisted property and unassisted property near the assisted property that could result in a health and safety issue.
- Recommend abatement for failure to correct violations within a reasonable time period.
- Investigating program fraud, and reporting suspected fraudulent activity to immediate supervisor.
- Completing and passing HQS training and update coursework as required by IHA.

Minimum Qualifications:

- High school diploma along with experience in the building trades, or a combination of education and experience required to satisfactorily perform the duties associated with this position
- Some experience in housing codes enforcement, and/or a public health sanitation program is preferred.
- Two and one-half years experience in building construction or remodeling preferred.
- Knowledge of regulations and guidelines of HUD programs. Knowledge of building construction materials, methods and practices, and some knowledge of housing codes.
- Three or more years as a Housing Inspector certified in Housing Quality Standards preferred.
- General knowledge of municipal ordinances governing health, sanitation and related codes.
- Maintain/update general knowledge of Federal, State and local laws pertaining to the management of rental housing.
- Ability to inspect structures in a thorough and efficient manner, and enforce ordinances and regulations with firmness, tact and impartiality.
- Ability to establish and maintain effective working relationships with co-workers, agency representatives, tenants and the public.
- Valid Indiana Driver's License along with personal vehicle insurance.
- Must be a Marion County resident, or willing to relocate to Marion County within the first six (6) months of hire.

**For consideration, please contact, or send resume to:**

***Indianapolis Housing Agency  
Human Resources Department 1919 N. Meridian Street  
Indianapolis, IN 46202  
Email: [jobs@indyhousing.org](mailto:jobs@indyhousing.org)  
Job Line: (317) 261-7232  
Fax: (317) 261-7176***

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