

## **JOB POSTING**

### **Housing Inspector**

Under the supervision of the Inspections Manager, the Housing Inspector inspects units as required within the operation of the Section 8 Rental Assistance Program process and other housing programs, along with initiatives in Marion County under the jurisdiction of the Indianapolis Housing Agency. The Housing Inspector must be able to understand, communicate, and enforce Section 8 inspection rules and regulations. The Housing Inspector is required to complete from 8 - 10 inspections each day, including timely processing of required documentation, data entry, and notifying all parties, in writing, of the outcome of the inspections.

The Housing Inspector is required to:

- Serve as field inspector and conduct inspections for all housing units in the program, along with contacting landlords to make necessary repairs within a specific period of time
- Conduct re-inspections to ensure compliance with Section 8 rules and regulations
- Inspect dwellings for code violations, and confer with individual property owners/managers, or contractors regarding code violations and indicated repairs
- Conduct required lead-based paint inspections (i.e., make visual assessments for deteriorated paint surfaces at initial and annual inspections; ensure clearance examinations are conducted when required, as well as ensure compliance with requirements for children under age six)
- Conduct re-inspections to ensure that property owners/managers or contractors have complied with requirements to make repairs and correct items in violation of code
- Determine utility types within a unit and indicate on HUD form 52667 the person responsible (owner or tenant) for paying said utilities
- Conduct final housing inspections to determine compliance with housing codes and certify dwelling for occupancy
- Investigate complaints (i.e., abandoned houses, hazardous conditions indicated by the unlawful accumulation of debris, rubbish, trash or dense growth of trees or other vegetation, evidence of rodents, etc.) on adjacent or other property near the assisted property that could result in a health or safety issue
- Make recommendations for abatement due to property owners/managers, or contractors having failed to correct code violations or make required repairs within a reasonable time period as determined by program policy
- Maintain functional knowledge of all Federal, State, and City codes and ordinances
- Prepare daily written reports on inspection findings
- Assist in conducting annual and special inspections along with determining eligibility of units as required by HUD's Housing Quality Standards
- Perform timely initial and annual inspections
- Make determinations, and negotiate rents by calculating rent reasonableness in compliance with HUD policies and Agency procedures
- Represent the Agency in Court as necessary
- Conduct general research as needed
- Attend staff meetings
- Investigate allegations or reports of program fraud, and report findings to immediate supervisor
- Perform other functions related, or closely associated with the position
- Successfully complete HQS training and updated coursework as provided by IHA
- Submit weekly status reports and schedules to the Inspections Manager

Minimum Qualifications

A high school diploma or GED along with relevant experience in the building trades, as well as:

- Experience in housing code enforcement, and/or public health sanitation programs preferred
- Two or more years experience in building construction or remodeling
- Functional knowledge of HUD program regulations and guidelines, as well as working knowledge of building construction materials, methods and practices, along with knowledge of housing codes
- General knowledge of municipal ordinances governing health, sanitation and related codes
- General knowledge of Federal, State and local laws pertaining to the management of rental housing
- Valid Indiana driver's license
- Must be a Marion County resident, or willing to relocate to Marion County within six (6) months from date of hire

For consideration, please contact or send your resume to:

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