

The Schenectady Municipal Housing Authority

Excellent Career Opportunity

Housing Quality Standards Inspector

The Schenectady Municipal Housing Authority (SMHA) is seeking to hire a full-time Housing Quality Standards Inspector. This position is responsible for overseeing the enforcement of Housing Quality Standards. This involves performing a variety of difficult field work and office work in connection with the enforcement of these standards. Job duties include the following:

- Schedules and conducts Housing Quality Standards inspections to ensure dwellings proposed for assistance meet Federal housing standard guidelines and annual Housing Quality Standards inspections on properties currently receiving assistance.
- Communicates with landlords and applicants/participants both verbally and in writing regarding the results of the inspections that are performed.
- Prepares required forms, notices and correspondence relating to inspections performed.
- Utilizes technology provided by the SMHA to perform the functions of the position.
- Responds to landlord/tenant complaints regarding Housing Quality Standards violations.
- Works as a liaison between the Director of Assisted Housing and the landlords to provide professional expertise in answering questions related to inspections.
- Enforce Housing Quality Standards by initiating the abatement of rental assistance when repairs are not made by the required deadlines.
- Provides written recommendations to the Director of Assisted Housing for the termination of Housing Assistance Payment Contracts when Housing Quality Standards repair deadlines have expired.
- Assists in determining the reasonableness of rent requested by owners by evaluating the size, quality and condition of properties submitted for subsidy.
- Works with landlords to arrange mutually acceptable times for inspections of new properties proposed for program assistance.
- Communicates with the local building inspector's office, Fire Department, and Health Department when appropriate and with appropriate HUD field office staff on inspection related matters not addressed in the Housing Quality Standards manual.
- Drives to various local properties in the administration of inspection related activities.
- Complies with HUD requirements regarding timeliness of inspections.
- Communicates with occupancy staff on the progress of inspections and provides the necessary inspection paperwork to them for annual inspection and lease up purposes.
- Communicates any program violations observed during inspections.
- Works in confined and small areas such as crawl spaces, basements and narrow passages.
- Performs a variety of related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and six (6) months of experience in commercial rental property inspection.

Special Requirements (at time of appointment):

Possession of a valid New York State driver's license with a safe driving record.

Compensation and Benefits: Starting salary is \$56,052.29. Full benefit package including health, dental and vision insurance, paid leave, and participation in the New York State and Local Retirement System.

Civil Service Requirements: This is a Civil Service Competitive Class position. The employee would be hired on a provisional basis and would be required to pass and be reachable for appointment on the resulting eligible list.

Pre-employment and Random Drug Screening: It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test. Employees in this position are subject to random drug testing throughout employment.

Submission Requirements: Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume may be submitted via mail or email to the following:

Office of the Director of Human Resources & Safety
Schenectady Municipal Housing Authority
375 Broadway
Schenectady, NY 12305
jobs@smha1.org

Submission Deadline: Friday, March 21, 2025

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer