



## **Stanislaus Regional Housing Authority**

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA  
MONO | STANISLAUS | TUOLUMNE COUNTIES

### ***Job Announcement for the Position of*** **Housing Quality Standards Inspector** **\$22.89 - \$27.91 / hour**

#### **THE AGENCY**

The Stanislaus Regional Housing Authority, a nonprofit, public corporation, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 1700 units throughout the County under a variety of affordable housing programs including Public Housing, year around farm labor housing and migrant housing.

The Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a citizen's commission appointed by the County Board of Supervisors.

#### **MISSION**

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

- Being sensitive to our client's needs and treating them with dignity and respect.
- Utilizing the talents and skills of our staff.
- Fostering partnerships.
- Utilizing resources in the most efficient and effective manner.

#### **HOUSING**

- Provide decent, safe and affordable rental housing and home ownership opportunities.

#### **ECONOMIC DEVELOPMENT**

- Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

#### **COMMUNITY DEVELOPMENT**

- Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

## **THE POSITION**

The Housing Quality Standards Inspector performs a variety of technical duties involved in the inspection of Authority managed units under the supervision from the Housing Inspector Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs initial, annual, special and vacated unit inspections for a variety of housing programs.
- Informs owners and tenants of unit maintenance needs resulting from inspections or complaints. Conducts follow up inspections of completed work and repairs.
- Investigates claims regarding violations of housing quality standards, and recommends corrective action.
- Assesses liability for damage to vacated units.
- Establishes and negotiates appropriate rent amounts for housing units depending on condition and location.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Executive Director, and direct supervision from the Director of Regional Housing Programs Administrator.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and EXPERIENCE**

High school diploma or general education degree (GED) and inspection experience or a combination of experience and/or training.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid California driver's license.

### Knowledge of:

Practices and procedures used in housing inspections.

Safety and health standards.

Pertinent building codes and regulations.

Principles and procedures of record keeping.

Ability to:

Pass a Housing Quality Standards exam within six months of employment.

Learn Authority housing programs, policies and procedures.

Interpret and apply Federal, State and local laws, codes and regulations.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Perform housing inspections.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

## **APPLICATION AND SELECTION PROCESS:**

To apply for this position applicants must complete and submit a Housing Authority Employment Application and the **attached supplemental questionnaire** online. Employment applications are available online at <https://stanregionalha.org/business-services/employment/Applications> with the required supplemental questionnaire received on or before the deadline date will be screened for minimum qualifications. This recruitment is open until **filled**.

Applicants who are the most qualified and possess the knowledge, skills and abilities outlined in the job announcement will be invited to appear before an Oral Assessment Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Executive Director and Director of the Regional Housing Programs Administrator who will interview the most qualified applicants. Final selection will be made by the Executive Director. The successful candidate will be required to complete a physical examination including a drug screen test, paid for by the Housing Authority, certifying that the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act).

## **OTHER**

Applicants must be able to provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service.

## **SALARY AND BENEFIT INFORMATION**

Regular employees of the Authority enjoy the following benefits:

- Annual leave - new employees accrue 10 days per year.
- 13 paid holidays per year.

- Sick leave accrued at the rate of one (1) day per month.
- Insurance Coverage -The Authority currently contributes toward the medical, dental, vision and life insurance combined monthly premiums.

Employee benefits, continued:

- Retirement - The Authority is a member of the Public Employees Retirement System (PERS). Employees hired after January 1, 2013, are subject to the Pension Reform Act, AB340.
- The Authority offers two voluntary Deferred Compensation Plans.
- The Authority participates in Social Security.
- The Authority offers a Section 125 (Flexible spending) plan.
- The Stanislaus Regional Housing Authority is an equal opportunity employer.

The Stanislaus Regional Housing Authority is an equal opportunity employer. The Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209) 557-2000(voice) or (209) 557-2012.





## **Housing Quality Standards Inspector Supplemental Questionnaire**

To be considered an applicant for the Housing Quality Standards Inspector position, candidates must submit the Housing Authority employment application form and the completed supplemental questionnaire.

1. What is your knowledge of the Housing Authority and the programs the Housing Authority administers?
  
  
  
  
  
  
  
  
  
  
2. Describe any experience you have had conducting inspections and/or construction related experience which would improve the quality of an inspection.
  
  
  
  
  
  
  
  
  
  
3. Housing Quality Inspectors are assigned a block of inspections by location. Describe the method you would use to create a daily inspection work schedule and the logic for using this method.
  
  
  
  
  
  
  
  
  
  
4. Describe the process for conducting a rent comparability analysis.
  
  
  
  
  
  
  
  
  
  
5. Describe what you believe are the key components of good quality customer service.