



Stanislaus Regional Housing Authority

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

Job Announcement for the Position of Inspections Manager (Construction) \$63,252 - \$85,104

THE AGENCY

The Stanislaus Regional Housing Authority is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 1900 units throughout the seven counties that it serves under a variety of affordable housing programs including Public Housing, year around farm labor housing, and migrant housing.

The Authority also provides property management, development and Housing Choice Voucher program services in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a seven-member citizen's commission appointed by the Stanislaus 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 Inspections Manager oversees the progress of various development and modernization projects and acts as the Housing Authority representative with contractors. The Inspector may inspect buildings, water systems, sewer systems and other ancillary projects including foundations, plumbing, and electrical circuits to ensure structural and operational soundness. The Inspector will inspect heating, ventilation, air conditioning, and refrigeration (HVACR) systems as well as assist the inspection department with the implementation of departmental policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Executive Director, and direct supervision from the Facilities Division Manager, and may be required to exercise supervisory roles and responsibilities. Responsibilities include training employees, planning, assigning and directing work; evaluating performance; addressing complaints; promoting Landlord participation in Housing Authority programs; and resolving issues within the division.

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

- Attending pre-construction meetings where necessary.
- Evaluating plans and specifications for construction projects to ensure conformance with regulations.
- Conducting field inspections to inspect standards of building structures and materials.
- Referring deviations and disagreements to the Deputy Executive Director for clarification.
- Maintaining records of documentation.
- Assist staff and the public with inquiries.
- Attending close-out meetings of construction projects.
- Conducts outreach, training and meetings with property owners to promote participating in Housing Authority programs.
- Performs several types of inspections, including quality control inspections.
- Determines work assignments and prepares Housing Authority work schedules.
- Issues written and oral instructions.
- Assigns duties and evaluates performance as necessary but at least annually.
- Assists in the analysis and implementation of agency and departmental policies and procedures.
- Performs annual quality control data review for HUD reporting requirements.
- Assists in Request for Proposals (RFP) for development projects, equipment and contracts.
- Attend Bid walks and conduct progress inspections for adherence to construction codes and Housing Authority standards.
- Develop Scopes of Work (SOW) for various modernization and development projects.
- Prepares annual progress reports for internal use and for submission to HUD.
- Other duties as assigned.

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 two years of experience in the class of Housing Inspector in a Housing Authority or six years of recent, full-time experience in the development, construction, or other related experience which will enable the candidate to perform the essential duties of this position (Possession of a Bachelor's degree in a related field may be substituted for four years of general experience and an Associate of Arts degree may be substituted for two years of general experience). Experience in California construction industry and/or current California general contractors license is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of a valid California driver's license. (mandatory)
- Valid California Contractors License (desirable)

Knowledge of:

- Federal, State and local laws, rules and regulations related to HUD Housing Quality Standards and local building codes.
- Interviewing techniques.
- Inspection processing.
- Negotiating techniques.
- Computer operation.
- Principles of Supervision.
- Principles of Program or Departmental Administration.
- General construction best practices.
- Knowledge of government procurement process.
- MS Word and Excel.
- Yardi Software.

Ability to:

- Gather and analyze data and provide recommendations on policy and procedural issues.
- Use good judgment and work independently with minimum supervision.
- Read, interpret, and implement regulations.
- Analyze facts and assist in resolving interagency and general public issues as they arise.
- Demonstrate strong organizational skills to maintain an effective system to ensure accuracy, prioritization and timeliness.
- Establish and maintain cooperative working relationships with both co-workers, landlords, tenants, contractors and the general public.

- Work effectively with a diverse group of people.
- Provide strong, clear and concise verbal and written communication.
- Demonstrate strong work ethic and ability to handle multiple tasks within a work day.
- Demonstrate knowledge of general office administration or an equivalent with knowledge of modern office procedures, systems and equipment.
- Within the first year of employment obtain certification in Housing Quality Standards Inspections (paid by the Housing Authority).

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 may encounter 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 the 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 online, as well as the **Supplemental Questionnaire** below. Employment applications are available online at <https://stanregionalha.org/business-services/employment/>. Applications received 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 Director of Business Operations and HR who will schedule second interviews with 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

Inspections Manager salary is \$63,252 - \$85,104 / annually.

Regular employees of the Authority enjoy the following benefits:

- Annual leave - new employees accrue 10 days per year.
- 15 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.
- 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.
- 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.

