



CLASSIFICATION NO. 812

Established: 7/94

Revised: 3/11, 5/21

FLSA: Non-Exempt

EEO: 3

HACC HOUSING INSPECTION SPECIALIST

CLASS CHARACTERISTICS

Under general supervision, to inspect housing units for compliance with Federal Housing Quality Standards (HQS) and Uniform Physical Condition Standards (UPCS) for a variety of programs that serve moderate and low-income residents; to establish strong working relationships with landlords; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Housing Authority of Clackamas County (HACC) is an independent public corporation which owns, manages, leases, maintains and develops housing for low and moderate-income persons particularly for those with special needs. The HACC is a division of the County's Health, Housing and Human Services Department.

The HACC Housing Inspector is responsible for inspecting rental housing units, enforcing housing quality standards, conducting rent surveys to determine rent reasonableness, processing damage claims, and handling initial move in to a unit.

The HACC Housing Inspector differs from the HACC Housing Services Supervisor which is responsible for coordination and supervision of division operations and staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Prepares paperwork for initial inspections; inspects dwelling units for compliance with the Section 8 Housing Quality Standards; ensures unit is safe and sanitary; uses a handheld device to record and upload findings into a database.
2. Serves as initial contact with landlords if there are concerns regarding the household for which they are inspecting; responds to questions and provides information regarding landlord guarantee programs.
3. Schedules and tracks timely annual or biennial inspections for compliance with federal, state or local requirements of rent assistance; notifies supervisor of any properties with substandard conditions or possible fair housing issues.
4. Responds to telephone inquiries from owners/tenants regarding damage claims; performs damage claim inspections; prepares written findings, documents and processes claims for payment to owner; advises landlords and clients of inspection results and necessary corrective action; negotiates repairs with landlords/owners for compliance under the Section

8 subsidy; ensures repair deadlines are met and rent abated if not repaired in a timely fashion.

5. Provides information/referrals to current/prospective landlords and property managers; maintains records and files on prospective tenants as it relate to the inspection lease-up process; maintains data of tenant records and unit information; prepares leases/contracts.
6. Maintains awareness/data of current rental market and tests the rent reasonableness module for accuracy with market conditions; maintains documentation of private sector rentals.
7. Maintains landlord handbooks; attends fair housing workshops, conducts trainings; actively recruits for new landlord participation; maintains a list of landlords that work with prior high rental barrier populations for placement consideration.
8. May negotiate and adjust rent with landlords/owners; processes payment and/or change information for landlords in the account record; collects and enters W9, Direct Deposit and Property Management information.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic math; office procedures and practices; English grammar, spelling and punctuation; department operation, rules and procedures; Housing Quality Standards, including lead based paint, Fair Housing and ADA requirements pertaining to Section 8 as established by the federal government; Federal, State and local landlord laws; landlord guarantee programs.

Skill to: Operate standard office equipment and computer software; compile data and prepare reports that comply with the requirements imposed by a regulatory environment; exercise good independent judgment in applying established procedures and regulations to new and recurring work situations; establish and maintain cooperative working relationships with landlords, co-workers and clients with diverse cultures, disabilities and needs; organize and maintain effective record keeping systems; prioritize work; communicate effectively both verbally and in writing.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must successfully pass a pre-employment drug test.

POST-EMPLOYMENT REQUIREMENTS

Incumbent must obtain their Housing Quality Standards Certification or equivalent required HUD certification for Inspectors within 6 months of hire.