Mansfield Metropolitan Housing Authority

Serving Richland County Ohio Since 1939

88 W. Third St., Mansfield, OH 44902

Phone – (419) 524-0029 Fax – (419) 522-2125 TTY – (800) 750-0750

POSITION TITLE: Inspector

REPORTS TO: Maintenance Director
Deputy Director
Executive Director

JOB RESPONSIBILITIES:

Conducts a variety of unit inspections to assure Housing Quality Standards and/or NSPIRE compliance.

QUALIFICATIONS:

CERTIFICATION REQUIREMENTS:

ESSENTIAL FUNCTIONS OF THE POSITION:

a) Performs all Annual, initial, interim complaint and investigative inspections as well as all reinspections.
b) Records results of the inspection in the software provided; notifies the owner and tenant of results of Annual Inspection and any follow up inspections.
c) Schedules annual inspections and reinspections for failed units; focuses on efficient routing and allocating the appropriate amount of time for each inspection.
d) Performs owner and tenant consultations on requirements and regulations of Housing Quality Standard or NSPIRE Inspections; instructs owners and tenants of the Lead Based Paint laws.
e) Maintains tracking lists for special inspections, units requiring clearance testing from the local Health Department and extension requests.
f) Distributes inspection related documentation and expectations to staff, owners and tenants; maintains and updates as necessary.
g) Communicates within the inspection team and with the program staff regarding results of inspections to help work flow.
h) Monitors and reports necessary maintenance needed on company vehicles; get gas and wash as needed.
i) Demonstrates regular, predictable attendance.
j) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
k) Performs any and all other related duties as assigned or directed by supervisors or the Executive Director.
l) Trains and cross-trains other employees.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: Basic maintenance issues including plumbing, electrical, tool operation.
Skill in: computer and tablet operations; use of modern office equipment.
Ability to: work alone or with others and accomplish the task efficiently

EQUIPMENT OPERATED:

Computer, tablet, company vehicle, hand and/or power tools, and other standard business office equipment.

HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to chemicals commonly found in an office and residential environment and may be exposed to irate or emotionally distraught individuals. This is considered a sedentary job/work and does not necessarily demand physical strength ratings.

SALARY AND BENEFITS:

Full-time employee salary starts at $21.00/hr.
Benefits include Public Employees Retirement System,
Individual Medical, Dental, Vision and Life Insurance.

A self-employed contracted 1099 inspector starts at $24.00/hr. with no benefits.