

Columbia Housing Authority
EMPLOYMENT VACANCIES

Deadline for applications for all positions: December 7, 2018

Fulltime position include State Benefits (Health, dental, life, SCRS Retirement) SPECIFIC

Director of Inspections

Salary: \$43,881.40-\$47,107.46

GENERAL STATEMENT OF JOB

Under limited supervision, directs and supervises the inspection of all Section 8 / HCV and conventional housing units for compliance with established Housing Quality Standards (HQS) and Uniform Physical Code Standards (UPCS). Develops and monitors a computer database for comparable rental units. Supervises subordinate inspectors; reviews work of subordinates for completeness and accuracy.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises subordinate inspectors; supervisory duties include instructing, assigning and reviewing work, planning work of others, maintaining standards, coordinating activities, acting on employee problems, allocating personnel, selecting new employees, and recommending employee transfers, promotions, discipline and discharge as appropriate. Reviews and evaluates the work of subordinates for completeness and accuracy; offers advice and assistance as necessary.

Trains inspectors in the implementation of HQS and UPCS inspection procedures and guidelines.

Schedules, delegates, supervises and/or performs inspections on all Section 8 / HCV and conventional housing units for established HQS. Assists subordinates with inspections as necessary.

Performs Quality Control Inspections of subordinates in accordance with HUD guidelines.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Housing Authority as they pertain to their performance of duties of the Director of Inspections. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is knowledgeable of the Housing Quality Standards, and other regulations, including local building, electrical and plumbing codes. Is able to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Has considerable knowledge of the functions and interrelationships of the Housing authority, Housing and Urban Development, and other governmental agencies. Knows how to plan, organize and direct an inspections staff. Knows how to apply supervisory and managerial concepts and principles. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Has the ability to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to compile and analyze data and prepare reports with accuracy and in a timely manner. Is able to read and interpret technical, financial and legal documents and related materials pertaining to the responsibilities of the job. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the knowledge of modern office procedures and technology; has skill in the use of computers for data and word processing. Has the mathematical ability to handle required calculations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to react calmly and quickly in emergency situations

Interested applicants should send a CHA application or resume to Human Resources, CHA, 1917 Harden Street, Columbia, SC 29204 or Email me @jriley@chasc.org