



EMPLOYMENT OPPORTUNITY  
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: HQS Inspector

Announcement No.: 22-016

External/Internal Posting

**DEPARTMENT:** Housing Programs/Section 8  
**SALARY RANGE:** \$43,597 - \$63,086 per annum

**OPENING DATE:** Monday, April 11, 2022  
**CLOSING DATE:** Until Filled

**DESCRIPTION OF DUTIES:** Under direct supervision of the HQS Supervisor, this position inspects housing units in the SNRHA Housing Choice Voucher (HCV) program; to assure housing units are up to standard and in compliance with required rules and regulations; and to maintain appropriate records and reports pertaining to inspections. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

**SUPERVISION EXERCISED:** No direct supervision.

**ESSENTIAL JOB FUNCTIONS/DUTIES:** Primary essential job functions are listed in "bold."

- **Perform initial, annual, special, and Housing Quality Standard (HQS) inspections; assure proper condition of units including compliance with Housing and Urban Development's (HUD) HQS guidelines, regulations, and SNRHA policies and procedures.**
- **Prepare a detailed unit inspection record which describes the repair or rehabilitation requirements necessary to bring the property up to acceptable standards; enter all necessary information on any inspections into computer for recording purposes daily.**
- **Document thoroughly the outcomes of each inspection using the HUD HQS form.**
- **Ensure all completed inspections are coded correctly in the IT system.**
- **Ensure rent reasonableness is completed timely and in compliance with HUD regulations and Housing Authority policies and procedure.**
- **Advise and assist property owners and tenants of maintenance needs identified from inspections and complaints pertaining to unit; issue appropriate notices of default; and conduct re-inspections of completed work and repairs in an accurate and timely manner, in compliance with established techniques and methods.**
- **Investigate claims related to tenant damage and violations of HQS; perform re-inspections to confirm repairs have been made; determine liabilities for tenants and owners; prepare necessary letters and answer questions; and attend Informal Fair Hearings (IFH) if requested.**
- **Conduct market rental surveys to establish rents for Housing Choice Voucher (Section 8) program, and determine rent reasonableness for units proposed for lease.**
- **Answer questions and provide information relating to HQS to tenants, landlords, and the public; and establish and maintain close working relationships with staff members of outside agencies involved in Housing Authority programs.**
- **Identify and report violation of HUD rules, and network with other housing authorities regarding changes and new techniques as required.**
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment in performance of job duties.
- Perform related duties and responsibilities as required. Perform other duties as assigned.

**MINIMUM REQUIREMENTS:**

**Work Experience:** Two (2) years of experience in housing inspection, housing code enforcement, property management, or building maintenance, repair, and construction; Some positions may require English/Spanish language skills.

**Education:** High school diploma or GED equivalent.

**Licenses and Certifications:** Housing Inspection certification is highly preferred, but must be able to obtain such certification within one year of employment. Valid Nevada Driver's license required with insurable record at the time of appointment.

**KNOWLEDGE/SKILLS/ABILITIES:**

1. Knowledge of SNRHA policies and procedures
2. Knowledge of Housing Quality Standards (HQS) Inspection and Regulations.
3. Knowledge of Housing Choice Voucher program, policies, procedures, and operations.
4. Knowledge of Housing Quality Standards software and forms.
5. Knowledge of Rent reasonableness procedures.
6. Ability to perform housing inspections and assess the needed repairs and/or violations.
7. Knowledge of practices and procedures used in conducting Housing Quality Inspections in accordance with HUD regulations.
8. Knowledge of Federal, state, and local laws, codes, and regulations including construction, health, building codes and regulations, and safety standards.
9. Knowledge of HUD and other federal and state public housing program regulations.
10. Knowledge of principles of record keeping and records management.

**EVALUATION AND SELECTION FACTORS:** Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

**Supplemental Information:** This is a non-exempt position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

**Pre-Employment Drug Testing & Background Check:** Satisfactory results of the pre-employment drug test and background check is required.

**Equal Opportunity Employment Policy:** SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

**HOW TO APPLY:** All interested candidates must submit an Employment Application, with an updated resume attached. Applicants can visit [www.snrha.org](http://www.snrha.org), click on employment tab to complete an Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on number of applications received.**

**Notice to Disabled Applicants:** To request an accommodation contact the Human Resources Department.

APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS.  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTION 3 HUD EMPLOYER.