



District of Columbia Housing Authority

Vacancy Announcement

Central Office

ANNOUNCEMENT # 19-43(A)

(This announcement amends area of consideration and opening and closing dates)

Title: Housing Inspector	Department: Housing Choice Voucher Program
Grade: DS-1801-09	Salary Range: \$51,444 pa - \$67,123 pa
Opening Date: 06-18-19	Closing Date: Open until filled
Area of Consideration: DCHA Employees and the General Public	

Duties and Responsibilities:

- Conducts all HQS inspections of units proposed for assistance and other inspections, including annuals, complaints and resulting re-inspections, as required by HCVP guidelines, including difficult inspections of occupiers units where expertise is required. Uploads inspections results in automated system as scheduled.
- Determines compliance with federal and local housing codes and U.S. Department of Housing and Urban Development's (HUD) HQS for both interior and exterior inspections; Takes photographs of unit conditions as required.
- Accurately documents unit conditions for all inspection types and clearly describes fail conditions.
- Coordinates with scheduling team to ensure that inspections and/or re-inspections occur within required timeframes.
- Reviews daily routes to maximize use of time and minimize travel and other expenses.
- Reports cases of suspected emergency violations (i.e. no heat, no water, no gas, etc.) to ensure scheduling appropriate follow-up.
- Performs pre-inspections; advises landlords as to necessary repairs for units to be accepted into Housing Choice Voucher Program.
- Conducts final inspection reviews after abatement has been made.
- Completes HUD and DCHA forms and reports as required.
- Gathers data for rent reasonableness determination, including unit conditions and utilities to establish comparability.
- Testifies in court on occasion.
- Responds to inquiries from tenants, landlords and property owners.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Performs other related duties as assigned.

Qualification Requirements:

Bachelor's degree from an accredited college or university in a related field and at least two (2) years related experience as a housing inspector; or other equivalent combination of education and experience which meet the minimum qualifications requirement may be substituted. Such experience may have been gained in administrative, professional technical, investigative or other related work. **A valid driver's license must be obtained within six (6) months of employment.**

Quality Ranking Factors:

The following ranking factors will be used in the evaluation process. All applicants must respond to each ranking factor by providing a narrative statement addressing the factors listed below. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, etc. that includes the degree to which you possess the job related knowledge, skills and ability described in the ranking factors. **(over)**

Note: Failure to respond to all ranking factors will eliminate you from consideration

Ranking Factor #1: Comprehensive knowledge of policies, procedures, goals, objectives, operational entities, requirements and activities as they apply to the assigned area of responsibility in the DCHA.

Ranking Factor #2: Knowledge of all applicable federal and local building and property maintenance codes, HUD's HQS and Rent Reasonableness regulations as well as HCVP regulations, guidelines and procedures.

Ranking Factor #3: Expertise in inspection methods and techniques to ensure the adequacy of residential Properties.

Ranking Factor #4: Strong customer service skills.

Other Significant Factors:

- Applicants may be subject to background, past employment and personal history investigations.
- Applicants who require accommodations or have questions in the application process should contact the Human Resources Department at (202)535-1618.
- This position **is** in the Collective Bargaining Unit represented by AFGE Local 2725

For consideration please submit your application to:

**Human Resources Department
1133 North Capitol Street N.E., Room 222
Washington D.C. 20002
Fax # (202) 535-1375**

DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER