

# Housing Inspector

## **The Opportunity**

The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that assists over 4,000 qualified families in moving from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.

BRHP seeks a **Housing Inspector** who cares about providing the best service to low-income families and whose duties include working in the office and in client's homes completing housing assessments efficiently and in a timely manner. The position requires full accountability for assigned work including maintaining accurate and complete files, consistently applying maintenance standards, and responsiveness to all inquiries.

## **Essential Duties and Responsibilities**

*The below statements are intended to describe the general nature and scope of work for the Housing Inspector position. This is not a complete listing of all responsibilities, duties, or skills required.*

- Conduct initial, biennial, emergency, abatement, and special inspections in accordance with the Department of Housing and Urban Development (HUD) Housing Quality Standards (HQS) and other local requirements.
- Assist in determining if both Landlord and Tenant are in compliance with their contract and/or lease relative to property maintenance, preventive maintenance and provision of equipment and facilities as required by HUD.
- Respond to questions and concerns from property owners and program participants.
- Review inspections schedule and determine most efficient route to plan inspections.
- Prepare correspondence informing property owners and participants of inspection results, re-schedules and other inspection information.

- Operate common office equipment: printers, copier, fax , scanner.
- Upload inspection results into the line of business software daily.
- File paperwork completed in client file within acceptable timeframe.
- Investigate program fraud, and reporting suspected fraudulent activity to immediate supervisor.
- Direct calls to appropriate persons or take detailed messages
- Perform data entry into SharePoint, Yardi, Slack, and other BRHP business systems.
- Provide excellent internal and external customer service and promote effective working relationships.
- Perform other duties as assigned.

### **General Requirements**

- Honesty and integrity
- Professional behavior and respect for colleagues, clients and external partners
- Collaborative, supportive approach to work, open-minded to learning new process with an ability to manage change
- Track record of reliable attendance and punctuality
- Strong work ethic
- Ability to work in a fast-paced, team environment
- Experience working with a diverse population
- Business casual dress

### **Housing Inspector Required Knowledge & Skills**

- Ability to gain thorough knowledge of BRHP's policies and procedures
- Ability to act as a representative of BRHP to the public
- Ability to handle and prioritize multiple projects
- Excellent written and oral skills
- Strong judgment, reasoning, time management and organizational skills
- Ability to respect privacy and confidentiality of client information and files
- Must be able to lift 25 pounds

- Daily movements include sitting, standing, reaching, moving about the properties, crawling, and lifting
- Must be able to operate computer tablet and troubleshoot when in the field

## Qualifications

- High school diploma and one year experience in an inspections, customer service or social service related role
- Certification in Housing Quality Standards within 60 days of employment
- Valid Maryland driver's license and automobile insurance required
- Ability to perform the duties of the position with minimal direction

## Preferred Qualifications

- HQS certification received within the last 4 years
- Two years' experience working as a housing inspector or HQS Inspector
- Knowledge of Yardi software
- Associate or Bachelor's degree from a regionally accredited institution in Public Administration, Social Science or a closely related field

## How to Apply

- Submit a cover letter tailored to the Housing Inspector opportunity and resume to [resumes@brhp.org](mailto:resumes@brhp.org).
- For more information about the organization, visit [www.brhp.org](http://www.brhp.org)
- Job Type: Full-time
- Salary: \$43,000-47,000 annually

***\*\*Please note:*** Though we are currently operating under a hybrid work model, an onsite/in-office presence is required! In addition, under the guidance of the Equal Employment Opportunity Commission (EEOC) on workplace COVID-19 vaccination policies and in accordance with BRHP's duty to provide and maintain a workplace that is free of known hazards to protect the health of our employees, their families and our customers, BRHP requires employees to provide proof of the COVID-19 vaccination when asked. Effective July 1, 2021,

newly hired employees must provide proof of the COVID-19 vaccination (including initial doses or booster) at Onboarding or within 30 days of the hire date. Only an approved reasonable accommodation will be accepted to be exempted from this requirement for newly hired employees. If proof of the COVID-19 vaccination is not provided at or before Onboarding, then a negative COVID-19 test taken within the last 72 hours must be submitted on your first day in the office. \*\*