

# **NOTICE OF JOB VACANCY**

**TITLE:** Housing Quality Specialist

**DEPARTMENT:** Community Development

**NUMBER OF VACANCIES:** One (1) Provisional

**PAY RANGE:** Grade 15- \$38,836.80/yr. to \$51,028.61/yr. (\$19.6814/hr to \$28.0377/hr)

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work involving inspecting housing units as specified by HUD regulations in Community Development programs, in City and County-wide areas. The incumbent is not only responsible for proper inspections, observations and in-depth reporting of housing conditions, but also involved with interactions with the tenants and owners regarding housing quality; negotiations of repair with owners; and at times may advise on the determination of reasonableness of rents charged by owners. General supervision is received from the Director of Community Development and/or designee. The Housing Quality Specialist performs related work as required.

## **TYPICAL WORK ACTIVITIES:**

Schedules initial, annual and complaint inspections as referred by Leased Housing staff; Inspects dwelling unit interior and exterior for deficiencies; positive features, improvements (if annual inspection) and damage (if move-out inspections); according to HUD requirements specifying Housing Quality Standards; Refers units with suspected safety deficiencies to the proper authority and/or the proper enforcing agency; Prepares and maintains reports and correspondence on computer pertaining to inspections activities; Prepares and maintains reports on findings on HUD forms and department forms; Explains to tenant/owner the Housing Quality Standards; Determines what repairs are needed for unit to enter program; Negotiates progress of repairs and reinspect completed work; Provides other services as may be needed to comply with HUD and Community Development requirements and program objectives.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of housing conditions/repairs methods and housing systems as they apply to HUD Housing Quality Standards; working knowledge of computer and word processing functions; thorough knowledge of Housing Quality Standards; ability to use a computer to accurately and consistently prepare clear and comprehensive reports; ability to meet and deal with people of varied backgrounds with objectivity, integrity and confidentiality; good powers of observation; good judgment; physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS:**      **EITHER**

(A) Completion of one (1) year from a regionally accredited or New York State registered college or university with major work in building construction or technology, civil engineering or related field, including or supplemented by experience or completion of a course in the use of a computer for word processing;

**OR**

(B) Graduation from high school or the possession of a high school equivalency diploma including or supplemented by experience or completion of a course in the use of a computer for word processing and one (1) year of satisfactory experience in home/housing construction, remodeling, repair and/or inspection for safety and compliance with codes and regulations.

**NOTE:** Additional experience beyond one year cannot be substituted for the high school requirement.

## **SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license at time of appointment is required.

**SUBMISSION OF INFORMATION: SEND APPLICATIONS AND RESUMES TO: [Karen.bush@niagarafallsny.gov](mailto:Karen.bush@niagarafallsny.gov)**

**THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS November 5, 2021-November 22, 2021**