Job Opportunity - Butler Metropolitan Housing Authority

HOUSING INSPECTOR – SECTION 8

JOB SUMMARY:

Responsible to conduct timely housing quality inspection of Section 8 participant units. Inspections include initial inspections, annual recertification inspections, and special inspections. Follow all federal and agency regulations and policies, ensure units meet program requirements and HQS as verified by the Section 8 Manager 5% quality assurance inspections, records, and reports.

QUALIFICATIONS:

High School Diploma or equivalent with a concentration in shop/vocational training as they relate to the building trades; three years of actual field exposure to the building trades.

LICENSURE OR CERTIFICATION REQUIREMENTS:

HUD-approved lead-base paint training (may be completed after hire). Must possess a valid State of Ohio driver's license and show evidence of personal vehicle insurance with adequate liability protection. Must possess, or obtain within one year, HQS Inspection certification.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Conduct inspections as directed.
2. Perform rent reasonableness, collection of data and calculation of appraisal system.
3. Keep Section 8 Manager apprised of any situation regarding contract
4. Maintains all required certifications.

Benefit package includes: Medical, Dental, Vision and Life insurance coverage, discount YMCA membership; paid vacation, sick and personal time; Ohio Public Employees Retirement System; Ohio Deferred Compensation program; 11 paid holidays per year.

Salary range - $38,209.60- $43,409.60 annually

Applicants may apply via fax 513.896.9381, email to mveal@butlermetro.org; website www.butlermetro.org; mail or in person to the address listed below.

Butler Metro Housing Authority
Attn: Human Resources Director
4110 Hamilton-Middletown Rd
Hamilton, OH 45011-6218

Minorities, women and veterans are strongly urged to apply

NO PHONE CALLS WILL BE ACCEPTED
BMHA is Equal Opportunity Employer