

# BUTLER METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer

## POSITION DESCRIPTION

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Position Title: Inspection Coordinator S-8	Dept./Division: Section 8
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Name of Incumbent:	Position Number:
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Reports To: Section 8 Manager	Employment Status: Full-time
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Pay: 10	FLSA Status: Non-Exempt
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Probationary Period: See Union Contract/Personnel Policy	Normal Hours: 8 Hours
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### **JOB SUMMARY:**

Directly responsible to the Section 8 Manager to coordinate all required HQS inspections; performs rent reasonableness calculations and negotiates rent as directed.

### **QUALIFICATIONS:**

High school diploma or equivalent or equivalent with one (1) to two (2) years of Section 8 experience.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

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 (1) year, HCV Occupancy and HCV Rent Calculation Certifications.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

1. Ensures inspections (move-ins, move-outs, complaints, and annual recertifications) are performed in compliance with HUD Housing Quality Standards guidelines; ensures inspections are timely scheduled after receipt of Request For Lease Approval; performs quality inspections of units.
2. Maintains rent reasonableness data; monitors utility rates to ensure program participants are allotted accurate utility allowances.
3. Communicates with property owners and participants to ensure accurate information is furnished for preparation of lease agreement; examines documents for accuracy.
4. Maintains files and stock of necessary paperwork supplies; assists inspector with information and documentation; follows-up all inspections to completion.
5. Schedules notification to owners and families for the annual re-certification and inspection.
6. Obtains signatures of owners/residents for all documents.
7. Recommends approval/disapproval of requested rents by owners.

- 8. Prepares inspection booklets for initial leases for new residents, movers, and portabilities; follows through with inspections, verifications, and/or pertinent correspondence.
- 9. Maintains all required licenses and/or certifications.

**OTHER DUTIES AND RESPONSIBILITIES:**

- 1. Attends workshops or seminars related to duties performed.
- 2. Performs other duties as assigned by Section 8 Manager.

**KNOWLEDGE OF:**

Applicable state and federal statutes; HUD regulations, policies, and procedures; public relation; records management; community resources and services; public housing inspection techniques; MS Office; MS Windows.

**ABILITY TO:**

Handle confidential information with tact and discretion; perform duties in a normal office environment; operate modern office equipment.

**EQUIPMENT OPERATED:** N/A

**POSITIONS SUPERVISED:** N/A

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

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(Employee Signature)

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(Date)