

**YOLO COUNTY HOUSING  
HOUSING INSPECTOR  
NON-EXEMPT**

**HOUSING INSPECTOR**

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To conduct interior and exterior inspections of privately owned and public housing units for conformance with housing program standards; to ensure all assisted units comply with Housing Quality Standards and related codes; to prepare a variety of reports on housing program inspections; and to perform a variety of duties relative to assigned area of responsibility. In the event of a disaster, perform damage assessments to housing units and report to designated responsible party.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the assigned Program Supervisor and/or Housing Programs Manager.

**ESSENTIAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Inspect all housing units on an initial, annual, and complaint basis; complete detailed unit condition reports; conduct rent comparability on housing units inspected. Conduct inspections on public housing units following quality control standards and reporting information to the REAC (Real Estate Assessment Center).
2. Determine conformance of housing units with safe, decent and sanitary standards; ensure compliance with HQS and inspection protocols and/or related codes.
3. Perform follow up inspections to determine if required repairs have been completed.
4. Schedule inspections with tenants and/or landlords annually and new landlords for contracts.
5. Maintain a variety of records and files on inspection, damage inspections, complaints and related correspondence.
6. Process recommendation for termination of failed housing units.

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7. Mediate problems between landlords and tenants.
8. Process required paperwork and documentation related to new, annual, and complaint inspections.
9. Negotiate rent with landlords, confirm and calculate utility allowance, determine and document rent reasonableness.
10. In accordance with Government Code 3100, perform the duties as a disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing Executive Director, Yolo County OES and/or the State of California DHS. These duties may include conducting damage assessment to any YCH-owned or contracted properties or other properties as assigned.
11. Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team; reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.
12. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.
13. Perform related duties and responsibilities as required and/or assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of business letter writing and basic report presentations. Proper grammar, spelling, punctuation, and composition of client and agency letters.
- Office procedures, business mathematics application, computer office equipment and procedures, and statistical recordkeeping methods.
- Basic interview techniques.
- Common administrative terminology and standard YCH correspondence and report format.
- Application of filing, indexing and cross-referencing methods.  
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- Operation of standard office equipment.
- Pertinent Federal, State, and local codes, laws, and regulations.
- Principles and procedures of record keeping, reporting, and filing systems.
- Use hand held computer and conduct computerized field inspections.

**Ability to:**

- Be certified in Housing Quality Standards (HQS) and other relevant codes and standards.
- Learn real estate practices related to rental of property and landlord/tenant obligations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer using various applications and related programs, including standard, as well as proprietary software and dedicated databases.
- Deal diplomatically and sensitively with clients, other agency representatives, and the general public.
- Work independently in the absence of supervision meeting work caseload demands of both voucher and/or rental housing needs.
- Respond to requests and inquiries from tenants and the public.
- Maintain confidentiality.
- Follow policy and adhere to procedures.
- Drive from site to site.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:*

- High School Diploma or GED **and;**

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- Associates Degree or equivalent plus one year residential property maintenance/management experience **or**;
- Three (3) years of full-time, increasingly responsible experience in a residential property maintenance/management position **and**;
- Possess a valid HQS Certification or obtain such certification within six months of appointment of the classification; **and the knowledge of**
- Methods and techniques of conducting interviews, inspection processes, reviewing and interpreting rules and regulations, presenting information verbally and/or in writing, computer skills, and perform mediation techniques.

### **Physical Demands:**

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time in both indoor office and external housing environment. Have hand strength and manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 25 pounds and climb stairs. Field environment requires travel from site to site; exposure to noise, weather conditions; moving objects and vehicles. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodation can be made to the Human Resources.

### **Special Requirements:**

- Must have access to an automobile or other means of transportation, when and if required to travel on YCH business.
- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company.
- Must be insurable by YCH insurance carriers.
- Be available for emergency call-back to assigned facilities as a disaster service worker.
- Provide required proof of legal right to work in the United States.
- Employees in this classification will be required to pay monthly union dues.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification *Working together to provide quality affordable housing and community development services for all*

code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

*Yolo County Housing is an equal opportunity employer.*

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