



VIRGIN ISLANDS HOUSING AUTHORITY

Title: Housing Choice Voucher Program (HCVP) HQS Inspector
Reports To: Housing Choice Voucher Program Director/HCVP Supervisor
Department/Division: Housing Choice Voucher Program (HCVP)/Section 8
FLSA Status: Exempt
Employment Status: Contract
Date: March 15, 2021

Position Summary

Performs, documents, records, and uploads into appropriate system initial, interim, move-out, special, or recertification inspections of units for compliance with HQS and City Code. Advises owners/landlords and program participants of inspection results, ensures required repairs are completed, and encourages proper maintenance of units. Prepares all inspection-related correspondence, documents, and reports in a timely and accurate manner. Responsible for conducting required inspections HCVP, rehabilitation grants, new construction, and existing rental dwellings to ensure compliance with HUD's lead-base paint, Housing Quality Standards (HQS), City Code, and ICC Building Code.

Responsible for the Agency receiving at least a satisfactory rating concerning HUD agency scoring systems such as Section 8 Management Assessment Program (SEMAP) and other future HUD required evaluation systems. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

HQS Inspection duties:

1. Presents HQS information at applicant, participant, and move-in briefings.
2. Conducts landlord meetings to attract new and maintain current landlords. Ensures the program is landlord-friendly without sacrificing duty to participants and to HUD.
3. Makes home visits as scheduled or as required.
4. Photographs all housekeeping inspections to document conditions at time of inspection.
5. Reports to the supervisor any and all violations that occur that may be life threatening and/or not in compliance with preset standards.
6. Informs the supervisor of situations and/or conditions of participants' non-compliance with housing assistance contract and Housing Agency policies.
7. Notifies owners and program participants in writing of unit code/HQS violations so that deficiencies can be corrected within specified time; notifies participants of trash or debris that needs their attention; and notifies participants when employees or contractors will need access to their units.
8. Recommends code-compliant solutions for rehabilitation/repair problems.
9. Mediates disputes between landlords and participants.
10. Recommends abatement, detainment, and termination of HCVP housing assistance payment contracts and supports the supervisor in the preparation of termination of assistance. Sends letter of abatement notice to owner/participant within specified time period.



VIRGIN ISLANDS HOUSING AUTHORITY

11. Conducts utility and rent reasonableness comparability analysis on HCVP/Section 8 units and may recommend amount of initial contract rent and rent adjustments based on comparable unassisted housing in order to certify reasonableness of rent. Maintains Rent Reasonableness comparable information for single-family dwellings, apartments, and duplexes.
 12. Updates rent reasonableness database annual by using current available data from the rental market annually. Maintains database of units with comparable properties for each unit size. Responds to requested rent increases by analyzing updated comparable information.
 13. Performs, documents, and logs participant-complaints and owner damage-claim inspections. Advises parties of results and ensures actions are taken to comply with HQS.
 14. Creates/maintains landlord/owner pool.
 15. Mediates between contractor and client to resolve differences of opinion and provides building code interpretations and applications as required.
 16. Maintains complete records/files for area of responsibility in an accurate and timely manner.
 17. Handles documents on a variety of general, personal, and technical topics of a highly confidential nature and maintains the confidentiality of all documents and information received by or in the possession of the employee.
 18. Participates in job and certification training; attends continuing education classes for certifications and stay abreast of current codes, regulations, and laws governing area of responsibility.
1. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

Education and Experience

High School diploma or possession of a certificate of equivalence of High School Achievement (GED) and one (1) year of relevant experience, plus at least three (3) years' experience in the housing or social services field, or an equivalent combination of education and experience sufficient to fulfill essential position functions.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the HCVP Director:

- ◆ Housing Choice Voucher
- ◆ Rent Calculation
- ◆ Fair Housing
- ◆ Occupancy Specialist
- ◆ Enterprise Income Verification System (EIV)
- ◆ Housing Quality Standards (HQS)

Knowledge and Skills

1. Ability to learn federal, state, and local laws, rules, and regulations and Agency policies and procedures pertaining to public housing as appropriate to position.
2. Ability to complete 98% of reexaminations in a timely manner.
3. Ability to ensure the program maintains a 95% occupancy rate.
4. Ability to ensure 100% of applicant eligibility determinations are consistent with HUD regulations and Agency HCVP Administrative Plan.



VIRGIN ISLANDS HOUSING AUTHORITY

5. Ability to ensure 100% of HCVP HQS inspections, including any necessary follow-up inspections are completed according to program regulations and on a timely basis. Both HQS and local code requirements are accurately interpreted.
6. Working knowledge of interviewing techniques and record maintenance.
7. Ability to meet and deal tactfully and courteously with the public.
8. Ability to understand and follow moderately complex written and oral instructions, communicate and relate to persons of diverse backgrounds and abilities.
9. Ability to make routine decisions in accordance with established administrative rules, regulations and policies, to explain the re-examination process to participants and applicants in an objective and impartial manner.
10. Working knowledge of the operation of the Agency's computer system and applicable software.
11. Knowledge of basic math principles sufficient to perform essential job functions.
12. Ability to prepare clear, concise reports and make appropriate recommendations within scope of responsibility.
13. Ability to use basic office equipment such as telephone, fax, copier, scanner, and computer.
14. Ability to communicate clearly, concisely, verbally and in writing.
15. Ability to establish and maintain an effective working relationship with other employees.
16. Ability to deal effectively with situations requiring tact and diplomacy.

Supervision Controls

The employee receives instructions and supervision from the HCVP Director/HCVP Supervisor. The employee receives specific instructions when complaints are brought to the attention of the supervisor, and when the supervisor is contacted by the employee for direction. The employee's work is reviewed frequently and closely for accuracy, conformance to Agency policies, and attainment of objectives. The HCVP Assistant has no supervisory duties.

Guidelines

The employee performs routine duties by following established HUD and Agency policies and procedures. These guidelines cover most job-related situations and the employee may use independent judgment in making some decisions within established parameters and area of expertise as appropriate to the situation. If guidelines do not cover a situation, the employee normally consults the supervisor. Guidelines are generally specific and clear.

Complexity The employee performs a variety of related, routine, and generally repetitive tasks. The course of action is determined by the supervisor and by established procedures. The employee may coordinate, integrate, and/or prioritize tasks.

Scope and Effect

The employee's work affects participant families, managers, other agencies, and other Agency personnel. The employee's efforts can enhance the Agency's continuing efforts to provide adequate leased housing to HCVP families on a timely basis and at reasonable rates.



VIRGIN ISLANDS HOUSING AUTHORITY

Personal Contacts

Personal contacts are with all of the above persons and groups. The purpose of such contacts is to obtain and provide information and verify, document and record information submitted by participants/applicants, and other Agency activities.

Physical Requirements

1. Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files, records, and office supplies, and eyestrain from working with computers and other office equipment.
2. Must be able to sit and/or stand for up to eight hours at a time while performing work duties.
3. Must be able to bend, stoop, push, and pull in the performance of office related duties.
4. Must be able to use fingers bilaterally and unilaterally to operate office equipment.
5. Must be able to establish and maintain effective working relationships with co-workers and clients and perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
6. Must have vision and hearing corrected to be able to operate office equipment and fulfill essential job functions.
7. Must maintain punctuality and attendance as scheduled.
8. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

Work Environment

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated.

Other Requirements

1. Must possess a State of Virgin Islands driver's license and regularly participate in continuous improvement and education. Must maintain a good driving record.
2. May be required to work an unusual work schedule.
3. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
4. Must work with the highest degree of confidentiality.
5. Must be available for occasional overnight travel for training.
6. Must pass employment drug screening & criminal background check.

The Housing Authority of the Virgin Islands is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.



VIRGIN ISLANDS HOUSING AUTHORITY
