



Main Office  
405 N. Elm Street, Lumberton, NC 28358  
910.277.3500 [scapnc.org](http://scapnc.org)

## JOB DESCRIPTION

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<b>Title:</b>	Housing Inspector
<b>Status:</b>	Non-Exempt
<b>Terms:</b>	Permanent Full-Time
<b>Department / Location:</b>	HUD - Section 8/ Laurinburg, NC Office
<b>Reports To:</b>	Department Director
<b>Job Summary:</b>	<p>Under the direction of the Section 8 Director, the Housing Inspector is responsible for the quality inspection of units accepted for rental assistance by the Section 8 Rental Assistance Program. Establishes contacts with property owners or agents. Inspects dwelling units, accepts applications from customers, determines eligibility, and occupancy standards. Approves lease agreements and negotiates payment contracts. Prepares rent reasonableness survey, rent comparable, and utility consumption allowance chart. Any other duties assigned.</p>

### Essential Duties and Responsibilities:

- Maintains rent comparable files, updates monthly to maintain information on available units and rentals, for all residential property in the county;
- Receives and answers questions from customers, landlords, general public and other agencies as needed;
- Prepares letters of repair to landlords and notifies customer of failure of each unit. Informs landlords of the time limitations allowed for repairs;
- Accepts request for lease approval from customers and landlords. Verifies information and makes an initial determination if request is reasonable, checks lease for complete signatures, dates, phone numbers
- and other pertinent information;
- Arranges a convenient time for inspection of the unit with customer and landlord, as well as the agency;
- Conducts an on-site inspection to determine if the unit meets or exceeds Housing Quality Standards in accordance with HUD 7420.7 Chapter 5;

- Determines rent reasonableness and documents by the use of comparable of other units not subsidized by rental assistance;
- Assists landlords with vacancy claims, conducts move-out inspections, assesses claims for damages by customer, and compares move-out inspection with the latest inspection in the file to determine if the claim is sufficiently documented;
- Explains to the landlord and the customer their responsibilities under the lease, and if necessary, outline actions or remedies for each party of the agreement.

**General Qualifications Requirements:**

- Have a strong capacity to collaborate with landlords, vendors, and customers.
- Have a clear passion and commitment to helping people in our service area.
- Have superior written and oral communication skills, effective advocacy expertise and professional knowledge of HUD guidelines and HUD Housing Quality Standards.
- Have experience that will demonstrate the ability to effectively resolve customer and landlord complaints.
- Have valid driver’s license.
- Basic knowledge of building codes or construction

**Required Work Experience:**

- Have a strong capacity to work with customers and landlords from various backgrounds.
- Have a clear passion and commitment to helping people in our service area.
- Have superior written and oral communication skills.
- Have a valid driver’s license and an outstanding driving record.

**Education Requirements:**

- High school diploma or equivalent is required.

**Equal Opportunity Employer**