

SPRINGFIELD HOUSING AUTHORITY
200 North Eleventh Street
Springfield, IL 62703

Position Vacancy

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

INSPECTOR

Part-Time Position/Salary: Negotiable

EDUCATION & EXPERIENCE:

High school graduate or equivalent; three (3) to five (5) years experience in construction and maintenance repair in areas of operations such as carpentry, painting, masonry, electrical, plumbing, HVAC, and general structural system. Must possess a valid Illinois driver's license and must be insurable with the SHA carrier.

Must have technical knowledge of the various operational systems used in any of SHA's residential or administrative facility; Must have technical knowledge of the intricate operations of carpentry, painting, masonry, electrical, plumbing, HVAC, and general structural system; must be knowledgeable of building codes and ordinances; requires ability to read and understand guidance from HUD and SHA, construction documents, plans, and specifications and to detect deviations therefrom; should have at least two years experience working with systems of residential units such as the electrical, plumbing, heating, structural, etc., systems; must have a working knowledge of health, safety, sanitation, Springfield City Housing Codes, and energy conservation.

DUTIES & RESPONSIBILITIES:

Responsible for the performance of inspections for the Public Housing and/or Section 8 programs inclusive of, but not limited to: annual inspections, semi-annual inspections, move-in/out inspections; interim inspections; tenant or landlord complaints; special complaint inspections, yard inspections, Maintenance or MOD requested final inspections; etc. Inspections should then be processed in accordance with prescribed Department standard operating procedures. The inspection of all units is performed to assure that the units remain in decent, safe, sanitary conditions and in good repair; meets applicable property standards of the Authority and federal, state and local codes, and is ready and acceptable for resident occupancy.

Responsible for coordinating re-inspections and forwarding passed inspections to the appropriate program Specialist. Responsible for generating failed inspection notices to the tenant and landlord or Maintenance Department for Public Housing units. Inspections responsibilities shall include, but not limited to, the following: Checking the operating conditions of the electrical, plumbing, heating, structural and other units systems to determine areas in need of repair and replacement. Report unusual circumstances (i.e. unsanitary units, roach or rodent infestation, appearance of excessive number of occupants, unreported pets, safety matters, anti-social behavioral problems, criminal activities, asset accountability, and tenants needing assistance). Determining responsibility for replacements and/or repairs (i.e. tenant or landlord).

Must be knowledgeable of SEMAP requirements regarding inspection issues and ensure compliance with the same. Must be knowledgeable of PHAS requirements regarding inspection issues and ensure compliance with the same. Maintains all inspection records and files in an efficient and effective manner; reports should be accurate and stand up to scrutiny if inspections are contested. Must stay abreast of the new policies and regulations; procedures; trends to ensure SHA units are in quality condition. Be knowledgeable of basic computer skills and able to perform word processing duties.

APPLICATIONS SHOULD BE FORWARDED TO:

Springfield Housing Authority
Department of Human Resources
200 N. Eleventh Street
Springfield, IL 62703

Via e-mail: wendym@sha1.org or fax: 217-753-4421

Employment Applications are Available on the SHA Website:

www.springfieldhousingauthority.org and by clicking on the link below

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=184763075>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 5/14/2018 – 5/23/2018

This position will remain open until filled

County Residency Required Within One Year of Employment

The Springfield Housing Authority is an Equal Opportunity Employer