



The Topeka Housing Authority Open Positions

Link to [Topeka Housing Authority Employment Application](#)

Job Title:	Inspector	Hourly Rate:	\$16.00-18.00 DOE
Start Date:	Immediately Hours: 40/ week Monday through Friday Full Time Permanent	Reports To:	VP of Rental Assistance Programs
Department:	Administrative	HR Contact:	Aubrey Coufal
Applications:	Email: acoufal@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description:			

I. THA'S VISION

Successfully provide quality, accessible, affordable housing. Success is defined as: putting applicants, residents, and participants first; market competitiveness; and, financial strength and integrity.

II. TASKS

This staff member will perform the Housing Inspector tasks described below in a combination to be reviewed and agreed on at least annually.

A. Inspections

Schedule and conduct HQS and UPCS inspections as assigned. Ensure that inspections meet THA and HUD standards.

B. Program Operations

Schedule activities. Process routine paperwork. Maintain necessary records and files. Make referrals to appropriate sources of service and assistance. Collect and organize data and produce reports. Provide support to THA managers and housing program staff.

C. Program Violation Detection

Detect and report program violations. Document findings. Assist in resolving program violation problems.

D. Other Duties as Assigned

As assigned, perform other duties that require a level of skill, knowledge, and ability comparable to that required to successfully perform the tasks listed above.

III. CONTINUOUS IMPROVEMENT

A. Promote innovation and positive change

B. Improve THA programs

C. Improve THA facilities and complexes

D. Participate in training and capacity building events as assigned

IV. KEY TRAITS

A. Ability to learn, absorb, process and apply information

B. Listening and oral communication skills

Inspector Position Description

- C. Sound academic skills---reading, writing, computation
- D. Adaptability, creative thinking and problem solving, openness to change
- E. Self-management, self-esteem, goal orientation
- F. Effective in/with groups; interpersonal, negotiation, and teamwork skills
- G. "Big picture" view of the organization; leadership skills; ability to organize and motivate one's self and others

V. KNOWLEDGE

- A. Standard office computer hardware and software including Word and Outlook
- B. Standard office telephone etiquette and procedures
- C. Standard customer service etiquette and procedures
- D. Operation of standard office equipment (fax, copier, multiple line telephone)
- E. UPCS and HQS inspection requirements and techniques

VI. SKILLS

- A. Use of standard office computer hardware and software
- B. Interact with a diverse range of Section 8 residents, landlords, staff
- C. Ability to type 45 words per minute

VII. PHYSICAL REQUIREMENTS

- A. Handle and maintain files and records
- B. Climb stairs
- C. Ability to work at a computer
- D. Ability to bend, stretch, get in and out of a vehicle

VIII. EDUCATION, SPECIAL LICENSES/CERTIFICATES

- A. Valid Kansas Class C Drivers license
- B. Specialized certification as assigned
(UPCS Inspector, HQS Inspector)
- C. High school diploma or equivalent required; some college or advanced training preferred
- D. Acceptable driving record for insurance purposes

IX. EXPERIENCE

- A. Two years of office/clerical experience required
- B. An equivalent combination of training and experience
- C. Some experience with affordable housing programs preferred

X. SUPERVISORY RESPONSIBILITY

None