

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

<b>Job Title:</b>	<b>Property Inspector</b>	<b>Hourly Rate:</b>	<b>\$16.00-18.00 DOE</b>
<b>Start Date:</b>	Immediately Hours: 40/ week Monday through Friday Full Time Permanent	<b>Reports To:</b>	<b>VP of Leasing &amp; Resident Services</b>
<b>Department:</b>	<b>Administrative</b>	<b>HR Contact:</b>	<b>Aubrey Coufal</b>
<b>Applications:</b>	<b>Email:</b> <a href="mailto:acoufal@tha.gov">acoufal@tha.gov</a> <b>Fax:</b> 785-357-2648 <b>Mail:</b> 2010 SE California Ave. Topeka, KS 66607	<b>Submit an Electronic Application:</b>	<a href="#">Topeka Housing Authority Employment Application</a>
<b>Job Description:</b>			

### **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 Property 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, THMS 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

C. Sound academic skills---reading, writing, computation

D. Adaptability, creative thinking and problem solving, openness to change

## Property Inspector Position Description

### **THA POSITION DESCRIPTION**

- 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 residents, landlords, staff

#### **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