

<p align="center">White Earth Housing Authority</p> <p align="center">Position Description</p>	<p>Grade Level: 4</p>	<p>Hourly Level: 16.00 - 17.12 - 18.32</p>
	<p>Accountable to: Resident Services Manager</p>	
<p>Position Title: Housing Inspector</p>	<p>Revision Date: 6/13/2018</p>	
<p>Department: Resident Services</p>		
<p>Job Summary: This position is responsible to plan, implement, monitor, and report on the White Earth Housing Authority's Low Rent and Tax Credit Rental Program Units to improve White Earth Housing Authority owned housing, located on the Reservation.</p>		
<p>Job Tasks:</p>		
<p>Directs and oversees all aspects within the assigned department to ensure program objectives are met and scope of work is completed.</p> <ul style="list-style-type: none"> ○ Manages department objectives in accordance to program guidelines and overall objectives of the organization. ○ Reviews department performance and effectiveness, formulates programs and policies to enhance program objectives or alleviate any deficiencies. ○ Complies with applicable local, state, federal, and tribal guidelines. ○ Directs staff to ensure program objectives are met. ○ Trains new and current staff on new procedures. <p>To perform professional services to the White Earth Reservation Housing Authority and surrounding area to maintain all tribal housing in a safe and sanitary condition.</p> <ul style="list-style-type: none"> ○ Initial inspection to determine the needs of the unit owned by White Earth Housing Authority, according to program guidelines and requirements. ○ Write up a scope of work for unit. ○ Solicits bids by contractor according to scope of work ○ Measures, prices, and orders material. ○ Delivers material when needed. ○ Performs inspections as required by the Housing Authority to include: rehabilitation projects and occupies and unoccupied units. ○ Properly inspects all aspects of units to include but, not limited to: doors, windows, lights, plug-ins, furnaces, sinks, water heaters, appliances, smoke alarms, basements, and yards. ○ Replaces low maintenance items such as smoke alarms, furnace filters, doorknobs, outlet and switch covers, and keys. ○ Thoroughly completes inspection forms with a pass/fail rating and comments. ○ Takes pictures and estimates cost of damages to a unit. ○ Calls for emergency work orders. <p>Maintain program files in accordance to department policies and procedures.</p> <ul style="list-style-type: none"> ○ Creates and maintains files ○ Creates and maintains files for contractors according to unit ○ Ensures client files contain appropriate documentation in accordance to program guidelines and appropriate state, federal, and tribal regulations. 		

Job Tasks: (continued)

Works closely with contractors to ensure all scope of work is completed.

- Provides follow-up inspections to ensure progress of work.
- Works closely with maintenance staff to ensure the timeliness of completion of units.

Communicates with internal and external sources to ensure program and organization is represented in a professional manner.

- Maintains a good rapport with staff, organizational employees, and external sources including local, state, and federal representatives.

Knowledge, Skills, and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth housing Authority.
- Knowledge of federal housing programs and their regulations.
- Knowledge of principals and processes for providing customer and personal services.
- Knowledge of the White Earth Reservation geography.
- Knowledge of home construction, methods and techniques of improvement and materials and supplies required.
- Skilled in the operation of office equipment, including: copy machines, fax machines, and/or 10-key adding machines.
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to communicate effectively both orally and written.
- Ability to exercise initiative and independent judgement with limited supervision.
- Ability to do physical work such as climbing ladders, inspecting attics or otherwise difficult areas of structure.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area and volume.

Required Qualifications:

- High school diploma or general education degree (GED)
- Minimum one (1) year educational training in business management, purchasing and procurement and inventory and/or two years' experience in related fields.
- Must have knowledge of developing specifications for bidding, interpreting contracts and procedures for requesting quotations.
- Must have experience working with home construction.
- Must have experience working with Low-income families.
- Must have experience working with federal housing programs.
- Valid driver's license for traveling between sites for business related destinations.

Physical and Environmental Demands:

- Work is performed in an indoor and outdoor setting.
- Frequent exposure to dust, dirt, and debris.
- Moderate exposure to hazardous chemical, solutions, and solvents.
- Moderate exposure to heat and cold weather conditions.
- Occasional lifting of heavy equipment.
- Frequent bending, kneeling, and squatting.
- Must be willing to travel out of the area for training.