

Employment Opportunity Posting

Management Co.: Housing Authority of the City of Pittsburgh

Position Available: HQS Inspections Manager

Available:

Location:

Job Description: The primary purpose of this position is to supervise all aspects of the housing inspections function and to ensure quality, safe, and affordable housing for HACP residents. The incumbent will be responsible for monitoring all phases of the inspections process, including program compliance, problem resolution, and report preparation and presentation.

All activities must support the Housing Authority of the City of Pittsburgh (“HACP” or “Authority”) mission, strategic goals and objectives.

Essential Duties: The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties and skills may be required and assigned, as needed.

- ♣ Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing discipline.
- ♣ Supervises Housing Inspectors and coordinates the housing inspection process to ensure that each unit is properly inspected at the necessary time, in accordance with all applicable rules and regulations.
- ♣ Assigns work and evaluates performance of housing inspectors, inspection processes, and procedures.
- ♣ Tracks and monitors quality control inspections in accordance with HUD regulations and HACP policy.
- ♣ Gathers and inputs information into the Rent Reasonableness queue.
- ♣ Prepares and presents reports regarding housing inspections, summarizes data from inspection reports, and identifies trends or problems.
- ♣ Implements and monitors appropriate procedures for notifying owners or real estate agencies of repair for program compliance.
- ♣ Assists, directs, and monitors the negotiation of rents with owners or real

estates agencies for all Section 8 / HCVP Programs to ensure compliance.

- ♣ Responds to inquiries regarding Section 8 / HCVP Program.
- ♣ Researches and answers various types of correspondence and telephone inquiries relating to inspection staff and Housing Quality Standards.
- ♣ Performs other duties as assigned.

Qualifications:

Bachelor's Degree in Business Administration, Public Administration, or related field from an accredited college or university supplemented by 10 years' experience in a position related to HCVP / Section 8 management. Must possess a valid Pennsylvania driver's license and be insurable under the Authority's plan. Must meet City of Pittsburgh residency within 90 days from employment.

Technical Skills

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The employee must receive a "Pass" rating on all trainings/examinations required for the employee (as identified by the HR Director, HCV Director or designee).

- Probationary Period: Trainings/examinations required during probationary period must be successfully completed having received a "Pass" rating prior to the end of the probationary period. If the employee does not receive a "Pass" rating on the first attempt, they may be afforded one additional attempt to receive a "Pass" rating. Failure to receive a "Pass" rating for any training may result in employment separation.
- General Trainings: Trainings/examinations identified as required during employment at HACP must be completed successfully with a "Pass" rating. The employee must receive a "Pass" rating on any training/examination taken within six (6) months of the training. Failure to receive a "Pass" rating for any training may result in employment separation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is usually moderate.

Compensation:

Benefits:

Apply:

Interested applicants can submit an application online at <http://www.hacp.org/careers>