



11/05/2024

Housing Quality Standards (HQS)/National Standards for the Physical Inspection of Real Estate (NSPIRE) Inspector for the Section 8 Housing Choice Voucher Program:

General knowledge of residential structures, rental market, HUD property standards and excellent people skills required. Physical ability to visually inspect home components, inspect crawl spaces and attics, test electrical circuits and inspect plumbing systems. Must be available to attend training, and will be required to pass the HQS examination & the NSPIRE examination at the completion of training. More info at www.mchenrycountyhousing.org.

This is a 37.5 hour per week (Monday-Friday) full-time position with salary commensurate with experience, and full benefits. General salary range will be \$40,000-\$43,000 per year doq. Attached please find a job description and a job application form.

Please submit a resume and job application form to the attention of Karen Seager at the McHenry County Housing Authority office, 1125 Mitchell Ct., Crystal Lake IL 60014, no later than 4 P.M. on Wednesday, November 27 2024. You may also submit your application documents via email at kseager@mchenrycountyhousing.org or fax them to (815) 526-3151

EEO/AA employer

1125 Mitchell Ct., Crystal Lake IL 60014 Phone (815) 338-7752 Fax (815) 526-3151



McHenry County Housing Authority is an Equal Opportunity Provider and Employer



POSITION IDENTIFICATION:

Title: Housing Inspector I

POSITION SUMMARY:

Under the immediate supervision of the Section 8 Coordinator, the Housing Inspector I assists in ensuring the efficient operation of the Housing Programs by planning and executing unit inspections, maintaining owner contact, and performing related functions.

JOB DUTIES:

- I. Perform move-in inspection of unit as assigned by Section 8 Coordinator & caseworkers.
 - a. Inspect unit to ensure unit meets Housing Quality Standards/NSPIRE standards.
 - b. Complete inspection report.
 - c. Negotiate with landlord for necessary repairs and changes.
 - d. Negotiate reasonable rent with landlord.
 - e. Perform rent reasonableness test and document file.
 - f. Re-inspect unit to assure completion of necessary repairs.
 - g. Notify Housing Specialist when unit has passed inspection.

- II. Perform yearly inspection of recertified tenants remaining in unit as assigned by Section 8 Coordinator.
 - a. Inspect unit to ensure unit continues to meet Housing Quality Standards/NSPIRE standards.
 - b. Complete inspection report.
 - c. Negotiate requested rent increases with landlord.
 - d. Negotiate with landlord/tenant for necessary repairs and changes.
 - e. Re-inspect unit to assure completion of necessary repairs.

- III. Solve problems of tenants during lease term.
 - a. Discuss problems and possible problems with Section 8 coordinator.
 - b. Try to find solution that will avoid legal action.
 - c. Monitor problem situations frequently.

- IV. Fraud
 - a. Discuss all reported cases of suspected fraud with supervisor.

- V. Training
 - a. Complete one training per year to assure compliance with HUD regulations changes, if available.
 - b. Read HUD notices and housing publications.

- VI. Other agencies and programs
 - a. Assist tenants in obtaining all available assistance.

VII. Other

- a. Update files as needed.
- b. Document all phone calls and visits and put documentation in proper file.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Section 8 Housing Choice Voucher regulations and policies.
Considerable knowledge of rental market area.
Knowledge of department practices and procedures.
Working knowledge of other related departments.
Some knowledge of other public agencies.
Working knowledge of tenant rights.
Working knowledge of leasing documents.
Considerable ability to work under pressure and to be flexible.
Ability to initiate own work projects and work independently.
Considerable ability to communicate orally.
Working ability to communicate in writing.
Considerable ability to work with people from disadvantaged situations.
Considerable ability to be tactful and non-judgmental.
Ability to respect privacy and confidentiality of client interview, information, and files.
Considerable ability to be organized and to manage time effectively.
Considerable ability to perform simple mathematical functions with accuracy.
Considerable ability to work with staff in other related departments.
Considerable ability to discern information.
Considerable ability to promote program ideas and concepts.
Considerable knowledge of housing inspections techniques, procedures, and practices.
Knowledge of Housing Quality Standards/NSPIRE standards.
Working knowledge of local, state, and federal regulations and codes concerning structural and material hazards in regards to tenant safety.
Strong knowledge of structure and systems of residential housing.

MINIMUM QUALIFICATIONS:

Education and/or experience in housing or related discipline and/or experience in such fields as property management, real estate, human services, construction, or rehabilitation.

A valid driver's license.

Housing Inspector Certification (HQS and NSPIRE) certification within 6 weeks of hire.

Physical ability to visually inspect home components, inspect crawl spaces and attics, test electrical circuits, and inspect plumbing systems.

McHENRY COUNTY HOUSING AUTHORITY

Application for Employment

Return to:

1125 Mitchell Ct., Crystal Lake IL 60014

Telephone: 815/338-7752

Facsimile: 815/526-3151

Email: kseager@mchenrycountyhousing.org

We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, veteran status, or physical/mental impairments unrelated to ability to perform essential job functions. We welcome you as an applicant for employment.

Please Print

Position Applied For

Date

SECTION I – GENERAL INFORMATION

Name: _____

Last Name

First Name

Middle Initial

Address: _____

Street

City

State

Zip

Home Telephone: () _____

Cell Phone: () _____

Email: _____

Fax: () _____

Drivers License Number: _____

What date would you be available for work? _____

Are you legally eligible for employment in this country? Yes No

(proof of U. S. Citizenship or Immigration status will be required upon employment)

Are you able to perform the essential duties of the position for which you are applying safely and effectively?

Yes No

SECTION II – BACKGROUND INFORMATION

Have you ever been convicted of a felony? Yes No

If yes, please explain: (Conviction will not necessarily disqualify an applicant from employment. Factors such as age, time of the offense, seriousness and nature of the offense, rehabilitation and job-relatedness will be considered. Applicant is not obligated to disclose sealed or expunged records of conviction or arrest.)

Are there any felony charges pending against you? Yes No If yes, please explain:

PLEASE NOTE: IF ANY OF THE INFORMATION REQUESTED IN SECTIONS THREE, FOUR OR FIVE IS ON YOUR RESUME, PLEASE INDICATE “SEE ATTACHED RESUME.”

SECTION III – EDUCATION, TRAINING, CERTIFICATES & LICENSES

Schools	Name and Location	Graduate yes/no	Major/Minor Course Work	Types of Degree Received
High School				
College				
Graduate or Professional				
Other Educational, Computer Classes, List Certificates or Licenses:				

SECTION IV – PROFESSIONAL REFERENCES

List two people who are not related to you who have knowledge of your business or professional qualifications for the position. Do not repeat names of supervisors listed under employment history.

Name	Occupation	Address	Phone	Yrs Known

Name	Occupation	Address	Phone	Yrs Known

SECTION V – EMPLOYMENT EXPERIENCE

- In this section, be sure to describe any education, training, and experience you have which provides the required knowledge, skills and abilities to perform the essential functions of the position for which you are applying.
- If a supplemental application, resume, certification or other information is required, it should accompany this application.
- Begin with your most recent job or assignment first and list each job separately, extending for a period of 10 years.
- A resume, while strongly encouraged, is not a substitute for this application unless otherwise noted in the job posting.

Job Title:	Start Date:	End Date:
Employer:	Phone: ()	
Employer Address:		
If this is your current employer, may we contact them if you become a finalist for this position? Yes No		
Supervisor:	Phone: ()	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

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If this is your current employer, may we contact them if you become a finalist for this position? Yes No		
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Job Title:	Start Date:	End Date:
Employer:	Phone: ()	
Employer Address:		
If this is your current employer, may we contact them if you become a finalist for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Supervisor:	Phone: ()	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

SECTION VI – SIGNATURE AND RELEASE

I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the McHenry County Housing Authority has the right to refuse to hire or immediately discharge me, at any time if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.

I authorize the McHenry County Housing Authority and its agents, including authorized third parties, to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the McHenry County Housing Authority or its representatives to release to the McHenry County Housing Authority any information they have regarding me without providing written notice to me. I authorize the McHenry County Housing Authority to use any information in its possession concerning me for any purpose it deems appropriate. This includes disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the McHenry County Housing Authority from any liability in connection with such use or disclosure.

I understand that if I am hired by the McHenry County Housing Authority, I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment. I acknowledge that these rules, regulations policies, procedures, and other terms and conditions of employment may change from time to time, with or without notice to me. I also understand that this application is not a contract of employment and that employment may be contingent upon passing a drug test, criminal history/reference check or psychological/physical exam.

Signature of Applicant

Date