

Position Announcement

Property Inspector

Douglas County Housing and Redevelopment Authority

Organizational Overview

The Douglas County Housing and Redevelopment Authority (Douglas County HRA) provides affordable housing services to both Douglas and Pope Counties in West Central Minnesota. The organization owns 28 public housing units throughout Douglas County, 6 apartment buildings (total of 55 units), and 6 duplexes as well as 250 to 300 vouchers (mix of state and federally funded)

Douglas County HRA's mission is to "provide safe, comfortable, and affordable housing; economic opportunity; and a suitable living environment free from discrimination".

Property Inspector Job Overview:

Responsible for conducting inspections of housing units participating in the agency's housing programs, including voucher-assisted units, public housing units, USDA rural development and market-rate units managed or overseen by the HRA. This position ensures properties meet applicable housing quality standards, safety requirements, and program compliance guidelines. The inspector is expected to work closely with property management staff, voucher program staff, landlords, and tenants to coordinate inspections, communicate deficiencies, and verify required corrections. This position also includes any other duties as assigned by the Executive Director. This position is classified as permanent, full-time, 30-40 hours per week and 1,560 to 2,080 hours per year, hourly paid.

- Coordinate with property manager and voucher management staff scheduling for inspections in a timely manner to meet program guidelines.
- Conduct bi-annual inspection of all units owned by the DCHRA.
- Establish an inspection schedule with DCHRA staff, tenants and landlords.
- Clearly communicate inspection results to landlords, tenants and DCHRA staff the repairs needed and ensure timelines for reinspection on failed units are met and documented.
- Provide resources for landlords and tenants to make repairs or meet standards if needed.
- Assists in resolving complaints, enforcing rules of inspection standards, inspecting vacant units and assisting with renovations to ensure they meet current inspection standards.
- Enforces inspection standard requirements and all policies and procedures in accordance with applicable laws and ordinances.
- Attendance to training events either in person or virtually.

Compensation:

Work hours are Monday through Thursday 8:00 to 4:30 and Fridays 8:00 to 4:00 onsite at the Douglas County HRA office. The salary range for this position is \$41,600.00 to \$52,000.00, in keeping with consideration of experience and qualifications. In addition, the Douglas County HRA offers a competitive comprehensive benefit package that consists of health insurance, retirement plan, health savings account, sick leave and vacation package.

Property Inspector Qualifications / Skills:

- High level of organization and attention to detail
- Motivation and marketing skills
- Professionalism with clear communication skills

Education, Experience, and Licensing Requirements:

- Driver's license (required)
- Solid knowledge of office software such as Microsoft Outlook, Excel, and Word

Additional skills a plus, not required:

- 3-5 years' experience as an inspector, maintenance staff person, handyman or general construction experience
- Familiarity with applicable local, state, and federal housing laws and regulations
- Familiarity with Federal NSpire inspection standards

To Apply:

Douglas County HRA is committed to social, racial, gender, and economic justice and strongly encourages women, veterans, persons with disabilities, and individuals who identify as BIPOC or LGBTQ to apply. The position will be open until it is filled. Interested candidates to send an electronic letter of introduction and résumé to emajeane.ford@douglascountyhra.org, or a hard copy to the Douglas County HRA, Attn: Emajeane Hanson-Ford, Box 965, Alexandria, MN 56308.