

The Brunswick Housing Authority seeks qualified applicants for the position of Housing Choice Voucher Inspector. The successful candidate will be responsible for performing inspections of Housing Choice Voucher properties to ensure compliance with program requirements.

Duties

- Conducts initial inspections of new HCV housing units to ensure compliance with requirements; informs property owners of required changes; makes re-inspections as needed.
- Conducts special inspections of HCV units at the request of tenants or landlords; informs tenants and landlords of results and provides directions to the appropriate party in order to resolve identified issues; makes re-inspections as needed.
- Performs annual inspections of all HCV units to ensure compliance with requirements; informs property owners and tenants of deficiencies and provides directions to the appropriate party in order to resolve identified issues; performs re-inspections as needed.
- Completes HUD inspection checklists and maintains related inspection records.
- Completes new unit folders and adds new units to the system.
- Completes HUD inspection checklists and maintains related files and records.
- Ensures compliance with National Standards for the Physical Inspection of Real Estate (NSPIRE) as required by HUD regulations.
- Communicates with landlords and property owners regarding participation in the HCV program.
- Performs related duties as assigned.

Skills

- Skill in conducting inspections and maintaining related files and records.
- Skill in the preparation of required reports.
- Skill in communicating with tenants, landlords, and property owners regarding building inspection results.
- Skill in the operation of such equipment as a tape measure, GFCI outlet tester, infrared thermometer, moisture meter, etc.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

Minimum Requirements

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability readily obtain Home Quality Standards certification, NSPIRE certification, and ICC certification.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.

This is a full-time position with an entry rate of \$20.00 per hour. The successful candidate is eligible for all benefits afforded to full-time employees including health, vision and dental insurance, disability insurance, deferred compensation and pension, and a generous leave package. Please submit your application (<https://www.brunswickpha.org/job-application>) and résumé to Orah Reed, Director of Human Resources at oreed@brunswickpha.org by 5:00 pm EDT on Thursday, May 1, 2025.