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RECRUITMENT ANNOUNCEMENT

HOUSEKEEPING AND QUALITY CONTROL TECHNICIAN

The Housing Authority of the City of Brunswick (BHA) provides quality, affordable housing assistance programs to low-income families residing in Brunswick and Glynn County, GA, and administers the following programs: Low Income Public Housing; Capital Fund Program; Housing Choice Voucher Program; and Business Activities including privately owned apartments, and participation in joint venture and tax credit property.

BHA is accepting applications for the position of Housekeeping and Quality Control Technician. Under direct supervision of the Public Housing Manager this position is responsible for conducting housekeeping inspections to ensure compliance with Housing Quality Standards (HQS), Uniform Physical Conditions Standards (UPCS), and Uniform Inspection Standards (UIS).

Essential Functions includes, but are not limited to, the following:

- Conducts housekeeping inspections based on referrals from Property Managers, other agency employees, contractors, or others.
- Schedules housekeeping inspections; prepares and distributes notifications to residents, by mail, of initial and follow-up inspections.
- Develops and maintains current and unit inspections checklist based on performance requirements under unit acceptability criteria established by agency policy and procedures and HUD regulations.
- Notes deficiencies, damaged units, tripping hazards, and potential fire hazards.
- Mails written notifications to residents identifying deficiencies which must be corrected; performs follow-up inspections as required.
- Schedules conferences and counsels residents as necessary; outlines general housekeeping procedures and demonstrates the proper use and maintenance of unit appliances and equipment.
- Completes and forwards all dwelling reports to the Property Manager; notifies managers of work order items noted during inspections.
- Conducts quality control inspections of work orders performed by maintenance staff and makes recommendations and adjustments to work performed on work orders.
- Coordinates monthly pest control and accompanies extermination contractor as needed; maintains pest control files.
- Maintains records and performs general office duties as assigned.
- Performs related duties.

High School Diploma or GED required supplemented by two years' experience in residential and multi-family building maintenance and inspection or an equivalent combination of education and experience. Knowledge of HUD inspection guidelines, including Housing Quality Standards (HQS), Uniform Physical Conditions Standards (UPCS), and Uniform Inspection Standards (UIS) is preferred. Possession of or ability to readily obtain the following certifications: Uniform Physical Condition Standards (UPCS), Housing Quality Standards (HQS), and Fair Housing. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.

This a full-time position with an entry rate of \$18.12 per hour (\$37,691.17 annualized). 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. If you are a motivated individual with a passion for serving people, we encourage you to apply for this position. Please click on the following link to complete and submit the [BHA Application for Employment](#), including your résumé by 5:00 pm on Friday, July 10, 2026. Contact Orah Reed, Director of Human Resources at oreed@brunswickpha.org should you have any questions.