



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**SECTION 8 HOUSING INSPECTOR**

Classification Specification  
(*Non Classified*)

**DEFINITION**

Under general supervision, the Section 8 Housing Inspector is responsible for complex, specialized inspections using modified Housing Quality standards; and performs related work as required.

**SUPERVISION RECEIVED**

The Section 8 Housing Inspector works under the direct supervision of the Director of Housing and Community Improvement, Housing Administrator or designee.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Section 8 Housing Inspector. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Schedule appointments with tenants and/or landlords to inspect housing; perform property inspections; complete standardized inspection form, including checklist and written comments; follow up, as appropriate.
2. Apply Housing Quality Standards (HQS) to the variety of housing stock served by the City housing division.
3. Inspect various properties through initial, annual, complaint and follow - up cycles, in accordance with Housing Quality Standards.
4. Enter data, track, and monitor and maintain inspection records in personal computer, utilizing software specific to Housing Division.
5. Understand and apply concepts of Rent Reasonableness, such as property quality, maintenance, unique characteristics, etc., to assist the Housing staff in rent negotiation decision-making.
6. Establish and maintain effective relationships with owners and participants to ensure compliance with various program requirements.
7. Understand and follow complex oral and written directions.
8. Work closely with Housing, CDBG/HOME and Section 8 programs' staff to ensure effective and efficient client/landlord services.
9. Perform related duties as required and necessary.

**MINIMUM QUALIFICATION**

Education and Training:

1. Graduation from high school or G.E.D. equivalent is required. Course work or specialized professional training in housing inspection techniques is desirable.

2. One (1) year of increasingly related experience in a housing assistance program, community development, code enforcement, building inspection, land use or related field.
3. Experience may also include building, electrical, mechanical and plumbing code application and/or enforcement. Municipal building or Housing inspection experience is highly desirable.
4. Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

Necessary Knowledge, Skills and Abilities:

1. Knowledge of relevant federal, state and local codes, planning and/or zoning laws and ordinances.
2. Knowledge of federal housing subsidy programs.
3. Working knowledge of Home Quality Standards (HQS) requirements.
4. Knowledge of record keeping methods and procedures.
5. Knowledge of community resources.
6. Knowledge of social, economic and cultural characteristics of population served.
7. Working Knowledge of modern office practices and procedures.
8. Ability to maintain appropriate records and compile information for reports.
9. Ability to perform mathematical calculations.
10. Ability to accurately enter data into computer terminal.
11. Ability to communicate clearly and effectively both orally and in writing.
12. Ability to interpret, explain and apply applicable laws, rules and regulations.
13. Ability to establish and maintain effective working relationships and deal tactfully, effectively and courteously with the general public, staff members, and other agencies and those contacted in the course of work.
14. Ability to work under minimal guidance and supervision.
15. Ability to work effectively under stressful situations.
16. Ability to follow written and verbal instructions.
17. Plan, organize, schedule and prioritize work activities.
18. Have skill in operating vehicles and equipment necessary for the performance of this job.

**SPECIAL REQUIREMENTS**

Must possess a valid California Class C driver's license at time of appointment. A safe driving record as defined by City policy.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet and data base; motor vehicle; phone; two-way radio; fax and copy machine.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is performed mostly in the outdoors, and inside dwellings, which is required in the inspection of homes, and apartment dwellings. Some office setting work is also performed. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; stoop, kneel and use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear, and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or air borne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate in office settings and loud in the field.