

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: HCV-HOUSING INSPECTOR I	
MINIMUM SALARY: \$17.19/Hour (overtime eligible)	
DEPARTMENT: HOUSING CHOICE VOUCHER PROGRAM	SECTION: HCV
HOURS OF WORK: 8:00 AM - 4:40 PM	BARGAINING UNIT: AFSCME
POSTING DATE: August 24, 2011	APPLICATION DEADLINE: August 30, 2011

SUBMIT APPLICATIONS TO: Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, Ohio 45202

SCOPE: This position is responsible for inspecting and evaluating private rental housing properties to determine if they may be suitable for inclusion in the Housing Choice Voucher Program.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

- Determine if the housing is decent, safe and sanitary.
- Inspect the condition and appearance of the exterior and interior premises, note the condition of such installation and structure such as sidewalks, steps, railing, flooring, walls, roofs, gutters and downspouts, of bathroom, kitchen, dining and laundry facilities, means of entry and exit, security of doors and windows, water supply and sewage disposal, evidence of capable and adequate maintenance, heating, plumbing, electric and the general appearance and condition of the property.
- Determine the nature and extent of necessary repairs, replacements and improvements to make the property acceptable, or to continue in the program.
- Determine whether or not the property is located in a primarily residential area, not dilapidated, not subject to excessive noise or air pollution, and has reasonable access to public transportation, schools, churches, and shopping facilities.
- Write initial and follow-up inspection reports to pass or fail a unit.
- Assist in office work as needed.
- Perform physical tasks such as extended walking, climbing, and lifting.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent experience.
- At least three (3) years experience in residential housing inspection work.
- Knowledge of residential housing construction, materials and installations and their relative suitability in terms of safe, decent and sanitary living quarters.
- Knowledge of the essential features of adequate and safe electrical, plumbing and heating systems.
- Must enjoy working with the public.
- Knowledge of PC-based software applications (Microsoft Word, Excel and Groupwise).

OTHER: The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.

Equal Opportunity Employer/ Equal Housing Opportunities